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please™

Hayes

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A Note to the Reader...

Your copy of Ready, Set, Go! contains two typographic errors on pages 13 and 14. Steps 9 and 15 of Create Your First Database should read as follows:

STEP 9:   PRESS: **N**   To indicate that this field does not always require entry

STEP 15: TYPE: **8**   To specify the maximum number of
         PRESS: ↵   characters that can be entered in this field

---

Please make the entries indicated above at Steps 9 and 15.
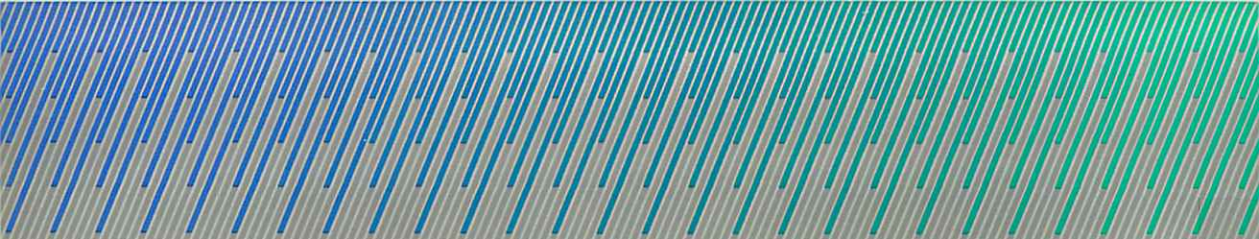
Introduction

please™

This User's Guide accompanies *Please*, the powerful Hayes data management system for the IBM® Personal Computer. *Please* requires 128K available RAM memory and DOS 1.10 or higher. *Please* features a number of built-in aids to learning and use, including an integrated help system, detailed error messages, menus especially suited to particular operations, and informative displays. To further help you use *Please* to the fullest of its capabilities, this User's Guide is provided to:

- describe *Please* and its many uses
- give step-by-step instructions for each program feature
- serve as a source of reference for maintaining databases

Use this Guide while seated at your computer. Start up the program, practice with the Sample Database as you read the following chapters, and explore a whole new world of data management with *Please*.

How the User's Guide Is Organized

Ready, Set, Go! provides instructions for installing *Please* on your system. If you have not read this item, please do so before actually using *Please*. **Ready, Set, Go!** also provides a quick introductory experience at creating your first database; you may wish to read it as background to the User's Guide.

The User's Guide provides specific details and examples for all *Please* features, and is organized as follows:

Chapter 1: Introduction begins by acquainting you with the User's Guide organization. You are then introduced to the *Please* menu system, an integrated set of displays that give access to *Please* functions and guide you through program use. Next, you learn how to use the *Please* help system for on-screen aid whenever you encounter difficulty. At the end of the chapter, you take the first step toward actually using *Please*.

Chapter 2: Work with Database Information details the basics of database management: adding, changing, deleting, and scanning information in the database.

Chapter 3: Retrieve Data introduces the many methods of extracting information from your database and helps you find the methods most suited to your applications.

Chapter 4: The Utilities presents the program's special features that help you use and maintain your database most effectively, including the modify, copy, merge, destroy, and list functions.

Chapter 5: Create Your Own Database includes everything you need to know to build databases by yourself.

A series of appendices provides additional technical information about *Please*. They include:

Appendix A: Configuring Your Printer and Your Smartmodem
Appendix B: File Specifications
Appendix C: ASCII Character Chart
Appendix D: Error Messages & Corrective Action
Appendix E: Import/Export Characteristics

An **Index** and **Glossary** follow the appendices.

The **User Support Information** includes warranty information, diskette replacement policy, copyright restrictions, a Purchase Registration Card, and a Change Request Form. Please complete the Change Request Form if you find errors in this document, and send it to Hayes Microcomputer Products, Inc., ATTN: Technical Education and Publications. Complete the Purchase Registration Card and return it to the Hayes Marketing Services Department.

Conventions of the User's Guide

One step at a time   The User's Guide provides step-by-step examples to guide you through each *Please* operation. The examples feature data from the Sample Data Disk provided in your *Please* package.

The steps in these examples are listed on the left, and the purpose of each step is noted on the right, as shown below.

STEP 1: PRESS: **F1**	To **Choose a Database to Use**	
STEP 2: TYPE: **2**	To indicate the line number of the desired database	

The information appearing in green represents exact entries you are to make from your keyboard.

Key guidance   All *Please* features are accessed by pressing one or more Function Keys on the left side of your system keyboard (as with **F1** in STEP 1 above). As new features are introduced in the User's Guide, Function Key indicators appear beneath the feature title to orient you to the menu selections involved.

Margin notes   Brief notes in the left margins of the User's Guide highlight special features involved in operations. This helps you scan quickly to an area of particular interest as you learn new *Please* functions.

The Menu System

Please is completely "menu driven," which means that you initiate program activities by choosing an option from a menu appearing on the screen. When the program is started up, the Master Menu appears on the screen. From there, you can either select a program option or access the Output Plan Support Menu or the Database Utilities Menu. Function Keys are used to select options from any of these three menus.

The Menu System and Function Key descriptions are provided on the fold-out inside this page.

How it works

Fold out this page to see the *Please* Menu System diagram.

Getting Help When You Need It

Please provides instant, on-screen assistance whenever you need it. Simply press Function Key F10 at any time while using *Please* and a help message appears near the bottom of your screen. (On color monitors, help messages are displayed in green.)

Help messages generally appear as one-line statements. When necessary, more than one line of help is provided; pressing F10 again produces the remainder of the message.

These help messages are completely coordinated with the steps involved in program use. Use Function Key F10 whenever you are unsure of what to do, especially as you first become acquainted with *Please*.

The Esc Key

If you decide, at any time during *Please* use, to exit a function or abandon an ongoing operation, press the **Esc** key. Pressing **Esc** exits you from the current screen, returning you in most cases to the Master Menu.

Please Menu System

```
                              ┌──────────────────┐
                    [F4]      │     Please        │      [F6]
                              │   Master Menu     │
                              └──────────────────┘
   ┌─────────────────┐                                   ┌─────────────────┐
   │   Output Plan    │                                  │    Database      │
   │  Support Menu    │                                  │  Utilities Menu  │
   └─────────────────┘                                   └─────────────────┘
```

Output Plan Support Menu
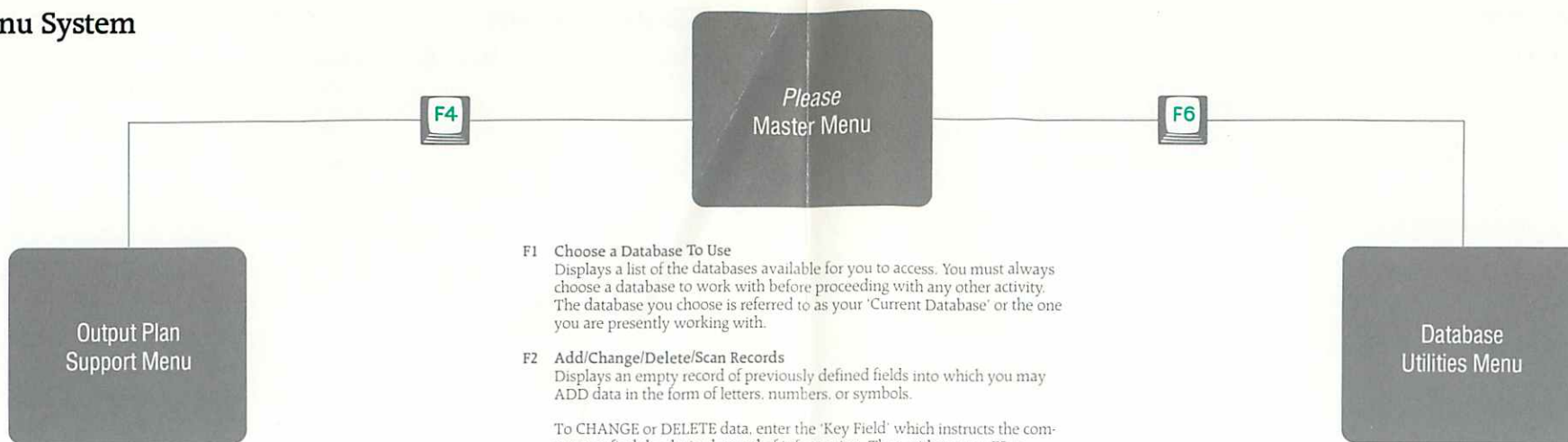
F1   Create a New Output Plan
Guides you through different styles of outputting information from a database

F2   Modify an Output Plan
Allows you to change the way you want to output the database information.

F3   Delete an Output Plan
Gives you the option of permanently erasing a plan that is no longer needed.

F4   List an Output Plan
List characteristics of the plan that has been designed for extracting information from a database.

F5   List Directory of All Plans
Displays a list of all plan names and IDs that have been designed for extracting information from a database.

F10   Help

< ESC > Return to the Master Menu

Please Master Menu

F1   Choose a Database To Use
Displays a list of the databases available for you to access. You must always choose a database to work with before proceeding with any other activity. The database you choose is referred to as your 'Current Database' or the one you are presently working with.

F2   Add/Change/Delete/Scan Records
Displays an empty record of previously defined fields into which you may ADD data in the form of letters, numbers, or symbols.

To CHANGE or DELETE data, enter the 'Key Field' which instructs the computer to find the desired record of information. Then, either press F5 to DELETE the record or enter the field number of the data that you want to CHANGE.

To SCAN through the database records, press F1 to SCAN BACKWARD, F2 to SCAN FORWARD, F3 to view the first record in the database, or F4 to view the last record.

F3   Produce a Quick List
Guides you through creating and processing, on your screen or printer, a simple report made up of information from a database.

F4   Output Plan Support Menu
Displays a secondary menu featuring activities designed to output or extract information from your database.

F5   Process an Output Plan
Displays on the screen or prints a defined Output Plan.

F6   Database Utilities Menu
Displays a secondary menu featuring special activities that can be performed for a particular database.

F7   Create a New Database
Leads you through development of the structure for a new database.

F8   Describe Printer(s)/Comm
Produces a screen of fill-in-the-blanks to designate characteristics of the printer(s) and/or modem you are using with *Please*.

F9   Exit *Please*
Leaves the program and takes you back to the computer operating system.

F10   Help

Database Utilities Menu

F1   List the Database Structure
Displays or prints characteristics of the database fields as defined by the originator. Structure includes such things as field names, field type, and field length.

F2   Copy the Database Structure
Guides you in making a duplicate of the database structure without copying the actual data contained in the database records.

F3   Modify the Database Structure
Allows you to add, change, or delete any fields, passwords, or descriptions for a database structure. Also allows designation of unique or duplicate Key Field content.

F4   Merge Databases
Instructs you in transferring information from one database to another.

F5   Import a Non-*Please* File
Allows you to accept information from a non-*Please* program into your Current Database.

F6   Empty the Current Database
Removes all data contained in the database records, leaving the actual structure intact.

F7   Destroy the Current Database
Allows you to permanently erase a database that you are presently using, including structure, data, and plans.

F8   Design a Special Screen Format
Enables you to develop an input screen of your own design for entering or viewing database information.

F9   Index the Current Database
Used to reorganize a database that has become disordered. Used rarely and only when disk back-ups are available.

F10   Help

< ESC > Return to the Master Menu

Choose a Database to Use

F1

The following three chapters present the full range of operations you can perform on information stored in *Please*. The first step in each of these operations is to **Choose a Database to Use.** To do this, follow the instructions for starting up *Please* in **Ready, Set, Go!** so that the Master Menu appears on your screen, and continue with the steps below.

How it works

STEP 1:	Insert your Sample Data Disk (working copy) in drive B	(The Data Disk holds the databases you will use for the examples in this manual)
STEP 2:	PRESS: F1	To **Choose a Database to Use** from the Master Menu
STEP 3:	PRESS: B	To indicate the disk drive where the desired database is located
STEP 4:	TYPE: 1 PRESS: ◄─┘	To select the database named PAYROLL. *Please* then returns to the Master Menu.

The sample database named PAYROLL contains payroll data for exempt (salaried) employees for a fictional company, and is used throughout the User's Guide to illustrate the features of *Please*. The contents of this database are shown on the fold-out inside page 1-8 to help you relate what you see on the screen to the complete database contents.

Notice that the name of the current database appears on the status line at the top of your screen, along with a brief description of the database and today's date. You are now able to proceed with other activities from the Master Menu.

Note: This screen can display the names of up to fifteen databases. If you reach the point where you have defined more than fifteen databases on one disk and want to display the names of databases sixteen and beyond, press ◄─┘ and the remaining databases will be listed.

Fold out this page to see the contents of the PAYROLL Sample Database.

NAME	START-DATE	TERMINATED?	GROSS-PAY	FED-TAX	FICA	STATE-TAX	NET-PAY	DEPT	DEPT-PHONE
Anderson, Pete M.	01/19/83	N	1458.00	183.80	97.60	58.32	0.00	200	2439
Anthony, Kathryn R.	02/05/79	N	1666.00	288.50	111.60	66.65	0.00	300	1874
Astor, William M.	02/17/84	N	1488.00	244.00	99.70	59.52	0.00	500	3982
Bennett, Cheryl A.	08/01/82	Y	1550.75	199.60	88.00	62.03	0.00	300	1874
Bennett, Mary J.	03/05/78	N	1864.25	339.60	124.90	74.57	0.00	700	8378
Boswell, Kathy H.	11/16/81	N	1283.00	192.70	85.90	51.32	0.00	300	1874
Bryant, James E.	06/26/82	Y	2248.60	359.20	150.60	89.94	0.00	200	2439
Calhoun, Kenneth C.	09/13/80	N	1764.00	244.10	118.10	70.56	0.00	300	1874
Celeste, Adrian A.	12/01/79	N	2349.25	384.40	157.40	93.97	0.00	500	3982
Daniels, Melvin K.	09/13/78	N	3091.23	602.40	207.10	123.65	0.00	800	7832
Dennis, James K.	05/16/82	N	1984.29	293.10	132.90	79.37	0.00	400	7942
Dinsmore, Marsha T.	08/31/83	N	2793.17	638.40	187.10	111.73	0.00	200	2439
Garrison, Betty W.	01/15/84	N	2750.00	494.80	184.20	110.00	0.00	400	7942
Gentry, Karl S.	10/01/79	N	3682.25	797.40	246.70	147.29	0.00	800	7832
Hall, Robert K.	12/12/81	N	1492.00	245.00	99.90	59.68	0.00	300	1874
Harrison, Samuel L.	05/17/80	N	2629.84	581.80	176.20	105.19	0.00	700	8378
Jackson, Patricia P.	07/25/78	N	3269.45	814.60	219.00	130.78	0.00	800	7832
Jenkins, Bill D.	11/08/83	N	2048.78	395.00	137.20	81.95	0.00	400	7942
Jones, Dwight B.	02/01/84	N	2000.00	297.00	134.00	80.00	0.00	500	3982
Lasley, Saundra B.	09/20/82	N	1384.83	171.40	92.70	55.39	0.00	500	3982
Lawrence, Jennifer J.	07/18/80	N	2558.00	557.40	171.30	102.32	0.00	200	2439
Mann, Julian N.	02/01/83	Y	2821.25	514.80	189.00	112.85	0.00	800	7832
Masters, David J.	11/01/79	N	2081.77	404.90	139.40	83.27	0.00	500	7832
Nelson, Betty L.	05/01/81	N	2084.88	318.30	139.60	83.40	0.00	400	7942
Oliver, Rebecca, D.	04/17/81	N	1183.38	168.80	79.20	47.34	0.00	300	1874
Paugh, Ellen D.	06/03/82	N	1978.12	291.60	132.50	79.12	0.00	700	8378
Post, Daniel C.	02/01/82	N	3410.25	707.70	228.40	136.41	0.00	800	7832
Powell, Timothy J.	09/09/82	N	3862.10	862.00	258.70	154.48	0.00	200	2439
Robertson, Charles S.	04/01/83	Y	1875.00	342.80	125.60	75.00	0.00	500	3982
Stevens, Pamela R.	01/01/83	N	2107.36	323.90	141.10	84.29	0.00	500	3982
Thomas, Cheryl W.	03/17/83	N	2374.25	494.90	159.00	94.97	0.00	700	8378
Valentine, James C.	10/26/83	N	2134.00	420.50	142.90	85.36	0.00	400	7942
Wade, Jess B.	03/19/78	N	2132.19	420.00	142.80	85.29	0.00	200	2439
Wagers, Geniece W.	10/15/83	Y	1562.25	201.50	104.60	62.49	0.00	500	3982
Westmoreland, Rodney S.	02/02/84	N	1875.00	342.80	125.60	75.00	0.00	700	8378
Whitney, Bruce B.	08/01/81	N	3649.18	955.10	244.50	145.97	0.00	300	1874
Zimmerman, Randall J.	08/01/83	N	1762.37	243.80	118.00	70.49	0.00	500	3982

Summing It Up

Quickly review what you've learned in Chapter 1.

- You can access *Please* features from one of three menus: the Master Menu, the Database Utilities Menu, and the Output Plan Support Menu.

- Use Function Keys F1 through F9 to select menu options.

- Access Help at any time by pressing Function Key F10.

- Unless you have just created a new database, you must **Choose a Database to Use** before performing any database activities.

- You can exit a function or abandon an ongoing operation immediately by pressing the **Esc** key.

Where To Go From Here

Now you are ready to begin working with the PAYROLL database on the Sample Data Disk.

In Chapter 2: Work with Database Information, you Add, Change, and Delete information in the database, and learn how to Scan for specific records. The features of Calc and Dial are also introduced.
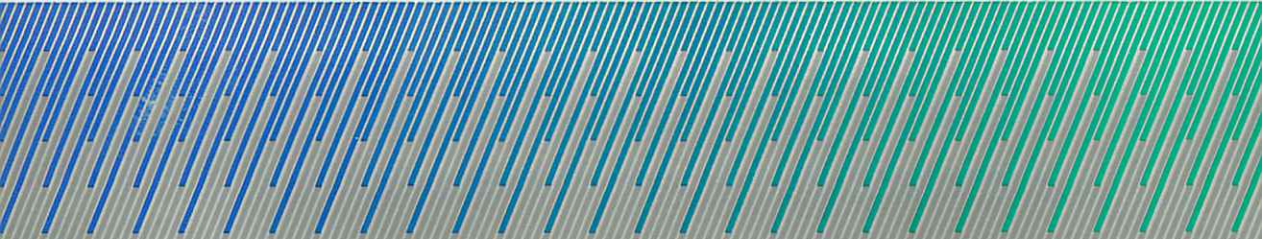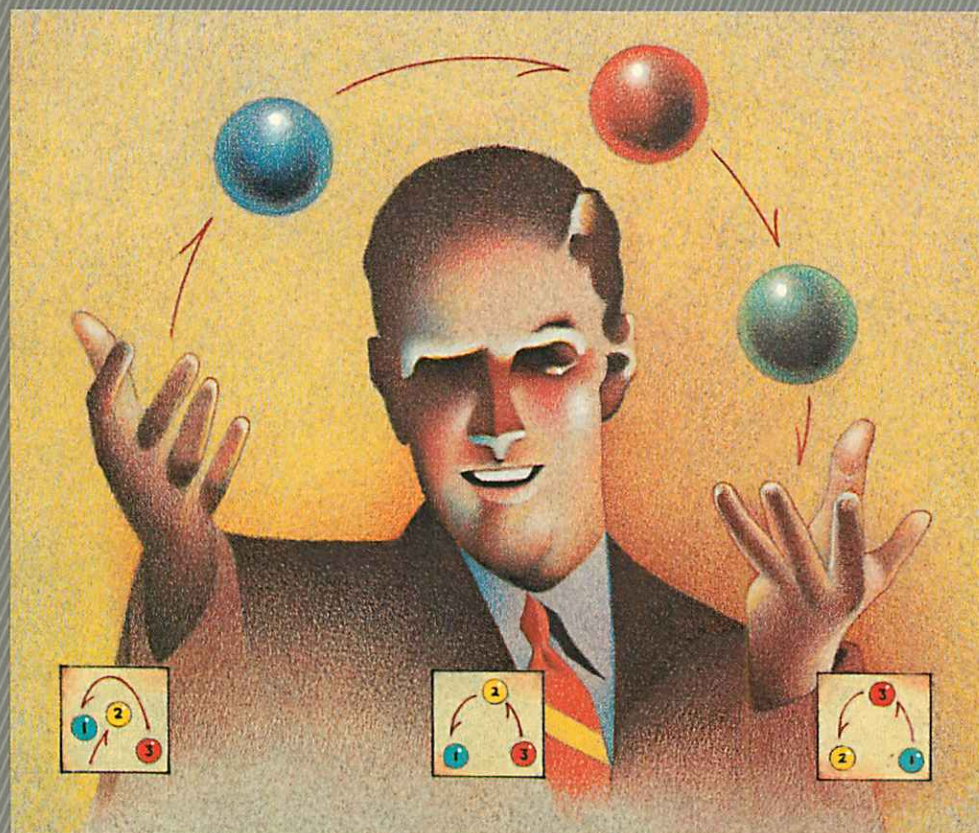
Work with Database Information

please™

In this chapter you learn to manipulate information in a database. You begin by adding new data to the existing Sample Database. Next, changes and deletions are made. Finally, you learn to scan through individual records and scan for specific information within the database. All of these features are access- ible from one option at the Master Menu—**Add/Change/Delete/ Scan Records**.

Terms You Need To Know

Scan

To browse through information in the database, one record at a time.

Operator

Symbol representing a relationship or arithmetic calculation between two numbers, two fields, or a number and a field.

Relational Operators	Arithmetic Operators
B = Begins with	+ Addition
C = Contains	– Subtraction
L = Less than	* Multiplication
E = Equal to	/ Division
G = Greater than	AV Average
S = Spaces	
T = True	
F = False	
N negates any of the above (Ex: NE = Not Equal to)	

Cursor

A moveable, blinking block or underline indicating the current position on the screen where data is to be entered next.

@ ("AT" sign)

Symbol typed in front of field data to disable distinction between upper and lower case characters within field data. Used in Scanning, Quick List, and Output Plans with relational operators B, C and E.

Example: @Pine Way   Instructs *Please* to recognize all occurrences of "Pine Way" regardless of upper/lower case letters

Field

The primary unit of database structure; a named area that receives an entry in each database record.

Typical fields might be these:

NAME:
ADDRESS:
TELEPHONE:

Character Field   A field which can receive entries in the form of any letter, number, or symbol on the keyboard.

Numeric Field   A field which can receive up to 15 digits (0-9), including a decimal point and a minus (–) sign.

Date Field   A field used to store dates; accepts only six digits in the format MMDDYY, where MM = Month, DD = Day, and YY = Year (as 050784 for May 7, 1984).

Indicator Field   A field which receives an input of only T or F (True/False) or a Y or N (Yes/No).

Key Field   The first field for each record; the field by which a database is ordered.

Duplicate Key Field   A Key Field which allows multiple records for any given Key Field value.

Unique Key Field   A Key Field which allows only one record for any given Key Field value.

Record   The collection of all field data for a single subject. A typical record might be:

NAME:	**John B. Jones**
ADDRESS:	**1583 North Drive**
TELEPHONE:	**555-5555**

Status Line   A row of information appearing at the top of the screen while a database is in use. Displays the Database Name, Description, and other helpful information.

Current Database   The database with which you are presently working.

Adding Records

`F2`

One of the most frequent activities of data management is to **Add** new records to a database. The data entry screen is easily accessible from the Master Menu by pressing Function Key F2.

As each new record is added to the database, the next blank record automatically appears on the screen. If one record consists of two or more screens, the screens continue to follow each other in sequence. Up to nine continuous screens can make up a record.

The PAYROLL Sample Database contains a number of records. Follow these steps to add a new record to the database. This new record is used again in this chapter as you continue to learn more new features of *Please*.

How it works

STEP 1: PRESS: **F2**   To activate the **Add** feature from the Master Menu

The screen lists field names that have been previously defined for the database. Notice that the status line indicates there is only one data entry screen for the PAYROLL database.

The cursor appears at the first field, or Key Field. You are prompted to enter the Key Field data or scan the database records.

STEP 2: TYPE: **Matthews, James A.**

        PRESS: ↵   A message appears indicating that this Key data is not found in the database.

STEP 3: PRESS: ↵   To **Add** this Key Field

Continue to enter the following data for each of the fields. If you make a mistake, use the backspace key to erase. Then, enter it again. You can also use Function Key F1 to move backward through the fields.

1)	NAME:	Matthews, James A.
2)	START-DATE:	031484
3)	TERMINATED?:	N
4)	GROSS-PAY:	1025.00
5)	FED-TAX:	70.25
6)	FICA:	68.73
7)	STATE-TAX:	41.00
8)	NET-PAY:	[Skip this entry]
9)	DEPT-CODE:	400
10)	DEPT-PHONE:	442

When you are finished entering data for this record, you are prompted to:

ENTER FIELD NUMBER TO CHANGE OR PRESS ↵ :

STEP 4: PRESS: ↵   To enter the record into the database file

STEP 5: PRESS: **Esc**   To return to the Master Menu

Changing Data in the Records

F2

Typically, there are two occasions when you might need to **Change** Data in a Record:

1) when you have finished adding data for a new record and you discover a mistake or
2) when you need to change information in a record that was previously entered in the database.

In either case, the change is easily made.

Changing the Key data

Key Field data can be changed for a record which is stored in the database. Access the record by entering all or part of the Key data and enter the number 1 (for field number 1) when prompted for the item number to change.

You may enter new Key data or press ←┘ to retain the existing data. Once the new Key data is entered *Please* validates that it is acceptable and immediately stores the record with the new Key data and any other changes that you may have made.

How it works

Assume that the start date needs to be changed for the record that you added in the previous example for the Sample Database.

STEP 1: PRESS: **F2**		To access the **Change** feature from the Master Menu
STEP 2: TYPE: **Matthews, James A.**		As the Key Field of the record requiring change
PRESS: ←┘		
STEP 3: TYPE: **2**		To change the data in field number 2, START-DATE
PRESS: ←┘		
STEP 4: TYPE: **010284**		To enter the correct data for field number 2
PRESS: ←┘		

If you realize that you have entered the wrong field number to change, simply press ◄┘ to retain the current field contents. Then, enter the correct field number to change.

When you have entered the correct data for the specified field, the following prompt appears:

ENTER FIELD NUMBER TO CHANAGE OR PRESS ◄┘ :

STEP 5: PRESS: ◄┘   When all necessary changes have been made

STEP 6: PRESS: Esc   To return to the Master Menu

Deleting A Record

| F2 | F5 |

Please provides a simple method for deleting an individual record appearing on your screen. The **Delete** feature ensures complete removal of the data. The information can never be recovered.

Assume that you want to delete the Matthews record from the PAYROLL database.

How it works

STEP 1: PRESS: **F2**   To access the **Delete** feature from the Master Menu

STEP 2: TYPE: **Matthews, James A.**
       PRESS: **↵**   To enter the Key Field of the record you want to **Delete**

Since **Unique** Key Fields are designated for the PAYROLL database, *Please* displays the existing record

STEP 3: PRESS: **F10**   To access Help

                                The help message indicates that
                                Function Key F5 is used to **Delete**

STEP 4: PRESS: **F5**   To **Delete** the record from the
                                database

STEP 5: PRESS: **Y**   To confirm that you want to
                                proceed with deletion of this record

STEP 6: PRESS: **Esc**   To return to the Master Menu

Scanning Records in the Database

If you want to view or browse through records in your database, *Please* provides several ways of doing so, using the **Scan** features. The Scan methods include:

- Scan Backward or Forward
- Scan to the First or Last Record
- Set Scan

Scan Backward/Forward or to First/Last Record

| F2 | F1 | | F2 | F2 | | F2 | F3 | / | F2 | F4 |

You have the option to **Scan Backward** or **Forward** through the database, as well as going directly to the **First** or **Last** records. As you scan through the database, compare what appears on your screen to the printout of the Sample Database.

The PAYROLL Sample Database is used here to illustrate the **Scan** feature.

How it works

STEP 1: PRESS: **F2**   To access the **Scan** feature from the Master Menu

STEP 2: PRESS: **F2**   To **Scan Forward** through the database. Do this a couple of times.

STEP 3: PRESS: **F1**   To **Scan Backward** through the database

When you have scanned as far **Backward** or **Forward** through the database as you can, a message appears at the bottom of your screen indicating that no records exist with lower or higher Key data than the record you are currently viewing.

STEP 4: PRESS: **F3**	To view the **First** record in the database
	Notice that it matches the first record on the printout of the Sample Database, for Pete M. Anderson
STEP 5: PRESS: **F4**	To view the **Last** record in the database. It is the same as the one on the printout for Randall J. Zimmerman.

Note: The **Last** record in the database is the record whose Key Field data is the highest in chronologic, numeric, or alphabetic order of all records in the database. It is not necessarily the last record **entered** into the database.

| STEP 6: PRESS: **Esc** | To access the next blank record |
| STEP 7: PRESS: **Esc** | To return to the Master Menu |

A shortcut for scanning

To more narrowly define the records to scan, you can enter part of the Key data for the record you want to view. The exact Key data does not have to be entered to access the record. For example, if you are searching for a record with the Key of Matthews, you could enter only the first three letters, **Mat**. *Please* responds with this message:

```
The exact Key data that you entered cannot be found in any record.
PRESS F1 OR F2 TO SCAN OR PRESS ↵ TO ADD A RECORD WITH THIS KEY DATA.
```

By pressing F2, you see the first record in the database beginning with **Mat**. If this is not the desired record, continuing to press F2 moves you forward until the desired record is reached. Entering **Mat** could access Mathers if it is the first record whose Key begins with these letters. Entering additional characters, like **Matt**, more closely defines the desired record.

If the entire Key is entered and Duplicate Keys are specified, the following message appears when a record is found with the same Key data:

```
A record currently exists with the exact Key you entered.
TO SEE IT, PRESS F2. TO ADD ANOTHER RECORD WITH THIS SAME KEY, PRESS ↵ .
```

Locate the desired record by scanning with Function Key F2. (For a complete discussion of Duplicate/Unique Key Fields, see Chapter 5.)

If the database allows Unique Keys (only one record per Key data), *Please* displays the existing record when the Key is entered.

Set Scan

`F2` `F7`

Normally, *Please* scans the database one record at a time when you press F1 or F2. With **Set Scan** you can scan only those records in a database containing specific information. For example:

- Use **Set Scan** to search through sales records of customers whose last purchase was in December.
- In an accounting database, use **Set Scan** to find receivables greater than $500.
- Browse through employee records for all last names beginning with B.

Set Scan involves specifying the field to scan and describing the **Scan Test** for the field you are searching. A Scan Test is made up of a **Relational Operator** and a **Scan Value.**

Relational Operators include:

E = Equal to
L = Less than
G = Greater than
B = Begins with
C = Contains
S = Spaces   ⎤
T = True   ⎥——— These do not require
F = False   ⎦   a corresponding value.
N negates any of the above (Ex: NE = Not Equal to)

The Scan Value is the data you are searching for. For example, to **Set Scan** for the number of salesmen with commissions greater than $1,000, the Relational Operator is G (for Greater than) and the Scan Value is 1000.

The @ sign

Please recognizes the @ sign to nullify upper/lower case recognition of characters. Use the @ sign with the Scan Value if you want to ensure that all fields containing the Scan Value are selected, regardless of whether any or all of the letters are capitalized.

Example: [1]   C @Bennett

Using **Set Scan**, follow these steps to **Scan** the PAYROLL database for all employee records where START-DATE is greater than 01/01/84.

How it works

STEP 1: PRESS: **F2**   To access the **Scan** feature from the Master Menu

STEP 2: PRESS: **F7**   To access **Set Scan**

STEP 3: TYPE: **2**   To scan on Field Number 2, START-DATE

         PRESS: ◄┘

STEP 4: TYPE: **G**   To enter the Relational Operator, **Greater than**

         PRESS: ◄┘

STEP 5: TYPE: **010184**   To enter the Scan Value
         PRESS: ◄┘

STEP 6: PRESS: **F1** or **F2**   To **Scan Backward** or **Forward** through the database. You see only those records with START-DATE greater than January 1, 1984. As you scan, compare what appears on your screen to the printout of the entire contents of the Sample Database.

STEP 7: PRESS: **Esc**   To access the next blank record

The **Set Scan** that you define remains in effect for this database until it is redefined or until you return to the Master Menu. To clear the **Set Scan** value, press Function Key F7, followed by Esc.

STEP 8: PRESS: **Esc**   To return to the Master Menu

To check the currently defined **Set Scan** setting, press F7 again after accessing the **Set Scan** feature.

Dial

F2   **F6**

With the **Dial** feature, *Please* automatically dials a telephone number from a record, with the aid of a modem. Specify on the Describe Printer(s)/Comm screen (F8 on the Master Menu) the Communications Port used by your modem. (See Appendix A: Configuring Your Printer and Your Smartmodem).

To use the **Dial** feature, connect both the telephone and the modem to the same telephone line. The easiest way to accomplish this is to purchase a two-way telephone connector or "Telephone Y" and plug it into the telephone wall jack. Connect one telephone cable to the modem and another telephone cable to the telephone. This is not necessary if you are using the Smartmodem 1200B.™

Optional dialing prefixes may be entered to use with the telephone number. Any Smartmodem commands may also be used here to assist the dialing process. Dialing Prefixes include such things as:

T	To indicate tone dialing
P	To indicate pulse dialing
, (comma)	To insert a pause
area codes	

Following are the general steps for using the **Dial** feature for a telephone number from a database record.

STEP 1: PRESS: **F2**		To access **Add/Change/Delete/Scan Records** from the Master Menu
STEP 2: PRESS: **F3**		To view the **First** record in the database
STEP 3: TYPE: **F10**		To access Help, which lists **Dial** as one of the available options
STEP 4: PRESS: **F6**		To begin the **Dial** process
STEP 5: TYPE: [field number]		To indicate the Field Number of the telephone to **Dial**. (Must be a character or numeric field.)
PRESS: ◄┘		
STEP 6: TYPE: **T** or **P**		To Indicate tone or pulse dialing. (Pulse is the default setting.)
PRESS: ◄┘		

At this point, the modem dials the telephone number. Pick up the receiver of your telephone when you hear the remote phone ring through your modem's speaker.

STEP 7: PRESS: **Esc**		To disconnect the Smartmodem and begin talking. Your record remains on the screen.
STEP 8: PRESS: **Esc**		To return to the Master Menu

Calc

F2   F8 / F9

The *Please* **Calc** feature is used to perform simple arithmetic calculations on two numbers. These numbers may be entered as part of the Calc formula or taken automatically from a numeric field of a displayed database record.

As part of the Calc feature, you may:

- define a Calc formula
- view the currently defined formula
- display the results of the Calc formula
- enter the result of the Calc formula into a numeric field of a displayed record

Calc is accessed by pressing Function Key F8 while viewing a record. If a Calc formula is already defined, you may re-define it or display the results of the defined formula for this record.

To define the formula, use a combination of two numbers, contents of two numeric fields, or a number and numeric field.

First Number	Operator	Second Number
[Fld #]	[+ − * /]	[Fld #]

When numeric field contents are used as part of the formula, the field number is surrounded by brackets, like this: [6]

Any of these four Arithmetic Operators may be used in the Calc formula:

+   Add
−   Subtract
*   Multiply
/   Divide

Examples: [6]+[2]   (Field 6 plus Field 2)
            100−[5]   (One hundred minus Field 5)
            10*10   (Ten multiplied by ten)
            500/[2]   (Five hundred divided by Field 2)

Once defined, the Calc formula remains in effect until you change it or return to the Master Menu.

**Inserting the
Calc result**

Pressing Function Key F9 allows you to automatically insert the Calc result into the numeric field where the cursor is positioned.

When adding a new record, automatic insertion of the Calc result may be used instead of manual data entry for a numeric field, by pressing F9. The Calc result must meet the field requirements to be inserted in the field.

If field numbers ([n]) are used as part of the Calc formula they must be lower than the field number into which the Calc result is inserted. Higher field data would not yet be defined for the new record and could not be used as part of the formula.

How it works

Referring again to the Sample Database, PAYROLL, suppose that a new employee, Cheryl Bennett, just started with the company. Follow these steps to calculate FICA, using the Calc feature.

STEP 1:	PRESS: **F2**	To access the **Add/Change/Delete/Scan Records** feature from the Master Menu
STEP 2:	TYPE: **Bennett** PRESS: ⏎	As the Key Field to search
STEP 3:	PRESS: **F2**	To see the record
STEP 4:	PRESS: **F10**	To access Help. Calc is one of the available options.
STEP 5:	PRESS: **F8**	To begin the Calc process
STEP 6:	TYPE: **[4]∗.067** PRESS: ⏎	To calculate the contents of Field Number 4, GROSS-PAY, multiplied (∗) by 6.7%
		The result of this calculation is immediately displayed on the screen
STEP 7:	TYPE: **6** PRESS: ⏎	To indicate the numeric field that the calculated value will be stored in
STEP 8:	PRESS: **F9**	To enter the Calc value in the specified field
STEP 9:	PRESS: ⏎	To save the record with the new data in field 6
STEP 10:	PRESS: **Esc**	To return to the Master Menu

As another example. suppose you are entering inventory items into a database which includes these three fields in each record:

> 27) QUANTITY:
> 28) COST:
> 29) VALUE:

Prior to entering any inventory records. the Calc formula is defined (using Function Key F8) as Quantity multiplied by Cost:

$$[27]*[28]$$

Now. as each new inventory record is entered. field 29 is filled in by pressing Function Key F9 to automatically insert the Calc result.

Summing It Up

Now, quickly review what you've learned.

- To **Add** new records to a database, press Function Key F2 from the Master Menu.

- When data in the first field (Key Field) is entered, *Please* quickly searches the database to verify that a record containing this Key data does not already exist. If Unique Keys are designated and a record with this Key data is found, *Please* displays the record. If a record with this Key is not found, press ◄┘ to add.

  If Duplicate Keys are designated and a record with this Key data is found, Press F2 to see the record with this Key or press ◄┘ to add another record with this Key. If a record with this Key is not found, press ◄┘ to add it to the database.

- You can access a record by entering all or part of the Key data. Then, **Scan Forward** through the database until you reach the desired record.

- While viewing records, **Scan Backward** through the database using Function Key F1. **Scan Forward** with Function Key F2. If a **Set Scan** test is defined, only records containing the Scan Value are accessed as you **Scan Forward** or **Backward.**

- Go directly to the **First** record in the database by pressing Function Key F3; to the **Last** record, using Function Key F4.

- To **Change** existing information in a database, press Function Key F2 from the Master Menu, scan for the desired record, and enter the field number to change.

- To **Delete** a record from the database, press Function Key F2 from the Master Menu, then Function Key F5 when the desired record appears on the screen.

- To access the **Set Scan** feature, press Function Key F2 from the Master Menu, then Function Key F7. **Set Scan** enables you to define a Scan Test for searching records. Press F1 or F2 to scan using the Test.

- The **Set Scan** definition remains in effect until it is redefined. Reset **Set Scan** by pressing Esc at the **Set Scan** prompt.

- To use the **Dial** feature, a modem must be connected to a Communications Port of your computer system.

- To access the **Dial** feature, press Function Key F2 from the Master Menu, scan for the desired record, then press Function Key F6.

- The **Calc** feature is a convenient way of performing calculations on your screen while viewing a record.

- The **Calc** equation remains in effect until it is redefined or you return to the Master Menu.

- To access the **Calc** feature, press Function Key F2 from the Master Menu, scan for the desired record, then press Function Key F8.

- Press Function Key F9 to access and calculate the **Calc** formula, then store the result in the specified numeric field highlighted by the cursor.

Where To Go From Here

Chapter 3: Retrieve Data deals with the methods of accessing your database information. You can generate a Quick List or one of four Output Plans: List, Form, Replacement, and Export.
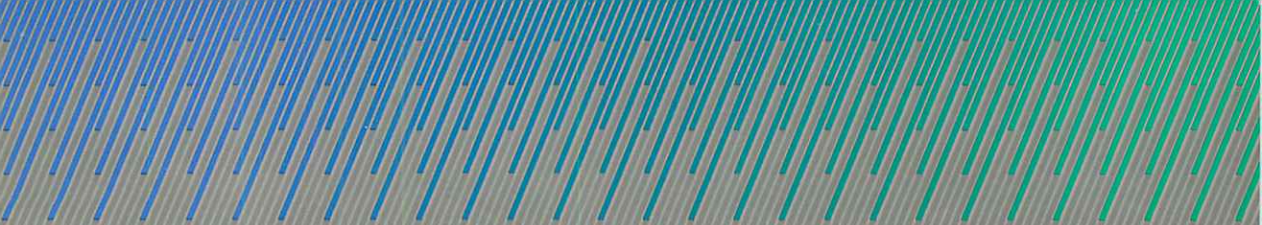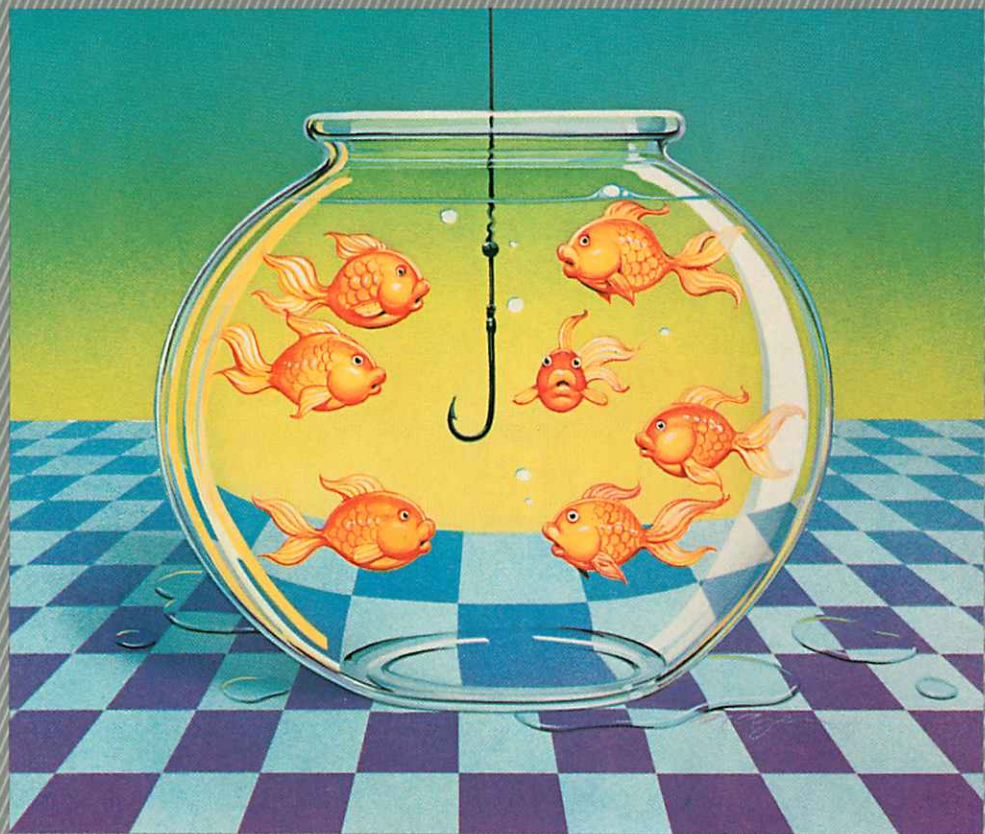
Retrieve Data

please™

Now that your database contains valuable information, you need to retrieve all or part of that information in a logical, useful format. In this chapter you learn about the two *Please* methods of data retrieval: the Quick List and the Output Plan. In addition, you learn to:

- Produce a Quick List
- Create a New Output Plan
  (List, Form, Replacement, or Export)
- Modify an Output Plan
- Delete an Output Plan
- List an Output Plan
- List a Directory of All Plans, and
- Process an Output Plan

Terms You Need to Know

Output Plan .A design for retrieving and assembling information from a database. The four types of Output Plans include:

> List Output Plan
> Form Output Plan
> Replacement Output Plan
> Export Output Plan

Quick List A simple design for retrieving information from a database. Does not include the total flexibility of Output Plans.

Quick List Commands Consist of one or more of the following one-word statements combined with field names and/or field values to produce a Quick List:

> TITLE
> SELECT
> SORT
> OUTPUT
> END

Operator Symbol representing a relationship or arithmetic calculation between two numbers, two fields, or a number and a field.

Relational Operators	Arithmetic Operators
B = Begins with	+ Addition
C = Contains	− Subtraction
E = Equal to	* Multiplication
L = Less than	/ Division
G = Greater than	AV Average
S = Spaces	
T = True	
F = False	
N negates any of the above (Ex: NE = Not Equal to)	

@ (AT) Sign   Symbol typed in front of field data to disable recognition of upper/lower case characters. Used in Scanning, Quick List, and Output Plans with relational operators B, C, or E.

Window   An overlay of information which appears in the lower right of the current screen when Function Key F9 is pressed. Available during Quick List, Output Plans, and Special Screen Format development.

Computed Value   In an Output Plan, the result of an arithmetic operation on a numeric field.

Constant Value   Any combination of keyboard characters which appear as literal output. Must be enclosed with apostrophes.

Default Value   A standard value automatically inserted in a field if no other value is entered.

Delimit   To surround or enclose.

Remote Program   The non-*Please* program which receives *Please* data during Export.

Produce a Quick List

F3

The **Quick List** is a simple design for retrieving information from your database. The Quick List is an extremely useful method of retrieving information from your database for short-term use. Produce a Quick List when:

- Your boss calls to find out what products have been sitting idle in the warehouse. You turn to your computer, display a Quick List of items with zero dollar sales, and recite the part number, description, and last sale date for each idle product.

- The Director of Personnel requests a list of all employees in Department 700 and their corresponding salaries. He wants the order of the list from lowest to highest paid.

- Your organization receives a call from the county blood bank. There is a shortage of type AB– blood. You generate a Quick List of names, addresses, and phone numbers of all members with AB– blood type.

A Quick List is produced by entering a combination of five simple commands in any order. Following is a description of each of these commands and how to use one or more of them to generate a Quick List. A step-by-step example of producing a Quick List follows the command descriptions.

The Quick List Screen appears when you press Function Key F3 from the Master Menu.

```
Database: PAYROLL    Desc: Payroll data for exempt employees    Date: 02/27/84
                         Q U I C K   L I S T
                                                        F9=Display Fields
 ═══════════════════════════════════════════════════════════════════════════════



 ───────────────────────────────────────────────────────────────────
 TITLE xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
 SELECT fieldname operator value
 SORT fieldname
 OUTPUT fieldname fieldname fieldname ...
 END                                                               CONTD

 ENTER COMMAND LINES IN THE BOX ABOVE TO DESIGN THE QUICK LIST
```

The highlighted area at the bottom of the screen features the five Quick List commands used for generating the list. These Quick List commands include:

> TITLE
> SELECT
> SORT
> OUTPUT
> END

Pressing F10 for Help provides an on-line tutorial for using these Quick List commands as part of your design.

The TITLE command

The TITLE command is used to indicate the heading for the Quick List. A heading can be up to 40 characters in length. Exactly one space must be entered between the TITLE command and the heading. The TITLE command is optional for Quick List. If omitted, the title of the list is "Quick List."

Enter the TITLE command line in this format:

> TITLE [The Name of the Quick List Heading]

The SELECT command

SELECT establishes the criteria for selecting records in the Quick List. If the SELECT command is not used, all records in the database are listed. The SELECT command is used in combination with a Field Name, Relational Operator, and a value (if required by the Relational Operator).

The Relational Operators SPACES, TRUE, and FALSE do not require corresponding values because they represent values themselves. Field Names must be entered in the SELECT statement exactly as they are defined, including upper and lower case characters, if used. Pressing Function Key F9 displays a window of currently defined fields.

Relational Operators are:

E = Equal to
G = Greater than
L = Less than
B = Begins with
C = Contains
S = Spaces ⎤
T = True ⎬───── These do not require a
F = False ⎦   corresponding value
N negates any of the above   (Ex: NE = Not Equal to)

With *Please*. you can use the @ (AT) sign to disable recognition of upper and lower case characters for values you want to find. The @ sign can be placed immediately before the value in SELECT statements to ensure that all appearances of the value are recognized. regardless of upper/lower case designation. Use the @ sign with SELECT statements in Quick List and Output Plan designs as needed.

Example:

@PHILADELPHIA	*Please* recognizes any occurrence
@pHilaDelphia	of Philadelphia. regardless of capitalization.
@@2.00 per lb.	*Please* recognizes any occurrence of @2.00 per lb.. where @ is part of the actual value.

In addition. the SELECT value may be enclosed in apostrophes. This is particularly helpful if the value contains leading or trailing spaces. Entering apostrophes helps illuminate the exact value to select. but they are not required. *Please* automatically encloses the value in apostrophes if you do not.

Example:
SELECT LAST-NAME C '@Jacob '

> The space following the "b" in Jacob instructs *Please* to select only records that have the word Jacob followed by a space. Therefore. Jacobson would not be selected because it contains the word Jacob followed by an 's' instead of a space.

Other SELECT statements appear simpler in format:

Example:
SELECT PHONE-NUMBER S

> This statement does not require a SELECT value with the relational operator. SPACES (S).

Using multiple SELECT statements

More than one SELECT statement can be used in designing the Quick List to qualify records for selection. For a record to be selected when multiple statements are used, it must meet the criteria of all SELECT statements.

Example:
SELECT GROSS-PAY G 1000.00
SELECT STATE-TAX G 100.00

Using these two SELECT statements together in a Quick List instructs *Please* to select only those records where GROSS-PAY is greater than $1000.00 and STATE-TAX is greater than $100.00

The SORT command

The SORT command is used to group all records in the database by a particular field. The sorted records are listed in ascending order. Although *Please* allows you to enter multiple SORT commands, only the last SORT statement is used. A field name must be entered on the SORT command line, exactly as defined. Pressing Function Key F9 displays a window of currently defined fields. Type the field name exactly as it is defined.

If no SORT is specified, the database is sorted automatically in order by Key Field.

A SORT command line is entered like this:

```
SORT LAST-NAME
```

Note: If you need to SORT on more than one field or list data in descending rather than ascending order, use an Output Plan rather than Quick List.

The OUTPUT command

The OUTPUT command is used to indicate the field or fields to appear in the Quick List. The order that the fields appear on the Quick List is determined by the order they are entered on each OUTPUT line.

If the OUTPUT command is not used, all fields are output for the selected records. One or more fields may be entered on an OUTPUT command line and more than one OUTPUT command line can be used in the Quick List design. Pressing Function Key F9 displays a window of currently defined fields.

Type the field names exactly as they are defined, with one space between each field name.

```
OUTPUT NAME START-DATE GROSS-PAY
```

is the same as:

```
OUTPUT NAME
OUTPUT START-DATE
OUTPUT GROSS-PAY
```

The END command

The END command is always used to complete the Quick List design. Any combination of Quick List commands can be used, with END as the final command. *Please* expects additional commands until it sees END.

Special END to Quick List

You can use END alone as the only command in your Quick List to produce a list of all fields and records in the database. When END is used alone, all records are output in ascending order by Key Field.

**How Quick
List works**

Use the PAYROLL Sample Database to create a Quick List of the fields NAME, START-DATE, DEPT-CODE, and GROSS-PAY. Follow these steps to design and produce the Quick List.

Remember: Press F10 for the tutorial Help sequence on Quick List.

STEP 1: PRESS: **F3**   To access the **Quick List** feature from the Master Menu

STEP 2: TYPE: **TITLE Employees By Department**

PRESS: ◄┘   To title the Quick List

STEP 3: PRESS: **F9**   To see a window of defined fields

STEP 4: TYPE: **SELECT START-DATE G 010184**

To select all records where the START-DATE is greater than
PRESS: ◄┘   January 1, 1984

STEP 5: TYPE: **SORT DEPT-CODE**

To sort all selected records in
PRESS: ◄┘   ascending order by department.

STEP 6: TYPE:

OUTPUT NAME START-DATE DEPT-CODE GROSS-PAY

To indicate the fields to include in the Quick List. Be sure to enter a space between each
PRESS: ◄┘   field name.

STEP 7: TYPE: **END**   To conclude the Quick List
PRESS: ◄┘   design

STEP 8: PRESS: ↵   To produce the Quick List

Please proceeds through the
processing phases. (See page
3.58 for a discussion of
processing phases.)

The following message appears:

PRESS P TO PRINT, D TO DISPLAY OR S TO SAVE

STEP 9: PRESS: **D**   To display the Quick List on
your screen

(If you choose to save the Quick
List on your disk, you may print
it later using the instructions for
Printing a .SAV File which
follow these steps)

STEP 10: PRESS: ↵   To return to the Master Menu

Printing a .SAV File

If you save your Quick List (or Output Plan) on disk *Please* gives the new file the same name as your current database and attaches the file extension .SAV. Print this file later, following these steps:

STEP 1: PRESS: **F9**   To exit *Please* from the Master Menu

STEP 2: PRESS: **Y**   To confirm your desire to exit to the operating system

STEP 3: PRESS: **Ctrl PrtSc**   To echo characters displayed on your screen to your printer

STEP 4: TYPE: **Type d:** [Filename].**SAV**

PRESS: **↵**   To enter the standard DOS "type" command

d: represents the drive holding the disk with the desired file

[Filename] represents the name of your database and now your Quick List (or Output Plan) file

.SAV represents the file extension

STEP 5: PRESS: **Ctrl PrtSc**   To cancel the print echo after the file is printed

---

Create a New Output Plan

`F4`   `F1`

Output Plans are tailored designs for retrieving information from a database. The most important difference between Output Plans and Quick Lists is that *Please* saves the actual design of an Output Plan for future use. Output Plans also provide greater flexibility in sorting, selecting, and defining new fields for output, in addition to other design options which are not available with Quick Lists.

Please produces four types of Output Plans:

- List Output Plan
- Form Output Plan
- Replacement Output Plan
- Export Output Plan

Up to fifty Output Plans of each type can be created and stored for a single database, totaling two hundred Plans in all.

Each of the four types of Plans retrieves and uses database information uniquely, according to your design. However, the Plans share some common design options as well, including:

PLAN ID	TITLE
PLPROCESS	PLMODIFY
LENGTH/WIDTH	DEFINE
SELECT	OUTPUT
SORT	

Understanding these options before creating your own Output Plan will help you design the most useful way of retrieving information from your database.

PLAN ID

You assign a PLAN ID for an Output Plan when it is created. This ID consists of the first letter of the Plan type followed by a number, 1 to 50. Sample Plan IDs are:

L1 = List Output Plan number 1
F10 = Form Output Plan number 10
R5 = Replacement Plan number 5
E02 = Export Plan number 2

The PLAN ID is used to identify the Output Plan when it is created, processed, and listed in the Directory of All Plans.

TITLE

Each Output Plan may be given a TITLE of up to 40 characters. The TITLE is optional, but recommended. In List Output Plans, the TITLE appears as the heading of the Plan as well as appearing in the Directory of All Plans for the current database. The TITLE is also useful for verifying Plan identification when a Plan is processed.

Using passwords with Output Plans

If passwords are assigned to a database (see Chapter 5: Create A Database) they can be used to control access to the Output Plan. Assigning a password level to PLPROCESS indicates the level necessary to process the Output Plan. Assigning a password level to PLMODIFY indicates the level required to modify an Output Plan.

Both PLPROCESS and PLMODIFY default to password level 1. Unless another password level is specified when the Plan is defined, anyone able to access the database can process or modify the Output Plan.

LENGTH and WIDTH

When creating a List, Form, or Replacement Output Plan you are prompted to specify LENGTH and WIDTH. LENGTH refers to the number of lines printed on each page and can be up to 200. *Please* defaults to a LENGTH of 66 for standard 8½" × 11" paper.

WIDTH refers to the column-width of output for a page and ranges from 31 to 240. The standard WIDTH default value is 80.

DEFINE new fields for output

DEFINE is a special feature which allows new fields to be defined for output only. These DEFINE fields can be used in Output Plans the same as other fields in the database to SORT, SUBTOTAL, TOTAL, SELECT, OUTPUT, etc.

There are only two steps involved in creating a DEFINE field:

1) Naming the DEFINE field
2) Defining the field contents as a computed or constant value

DEFINE a computed value

Suppose you want to create, for a sales database, an Output Plan that shows commission due for the month. You can DEFINE a new field for output named "COMMISSION DUE" as a computed value to give you this information. (Note that DEFINE field names can contain spaces.)

The commission is figured as ten percent of total sales. TOTAL-SALES is currently field number 7 of your sales database. *Please* computes COMMISSION DUE in the new field using data stored in the TOTAL-SALES field, multiplied by ten percent.

To enter a DEFINE line, type the new field name, a numeric field number enclosed in brackets, the arithmetic operator, and another numeric field number or a value.

The **Arithmetic Operators** are:

+	Add
–	Subtract
*	Multiply
/	Divide
AV	Average

The DEFINE line for this example looks like this:

```
DEFINE [100] COMMISSION DUE AS [7] * .10
```

New DEFINE fields are numbered beginning with 100, because 99 fields are reserved for the original database fields. Lines 3 through 17 are used to DEFINE new fields for output.

DEFINE fields can also be created to use contents of other DEFINE fields. For example, to DEFINE a new field named PROPOSED BONUS, use the contents of DEFINE field [100] (from the previous example) multiplied two percent (the proposed bonus commission). The DEFINE line looks like this:

```
DEFINE [101] PROPOSED BONUS AS [100] * .02
```

As each DEFINE line is entered, the cursor moves immediately to the next line. When you have entered as many DEFINE fields as needed, press ◄┘ to move to the bottom of the screen. To erase a DEFINE line, simply return to the line, enter a space and press ◄┘ .

DEFINE a constant value

You can DEFINE a constant value for a field as the string of characters which actually appear as output. For example, if a dollar sign ($) should appear next to a numeric value in the Output Plan, define the dollar sign as a constant value on the DEFINE line.

To DEFINE a constant value, enter the new field name followed by the actual data enclosed in apostrophes. For example:

```
DEFINE [100]    MONETARY VALUE    AS '$'
DEFINE [101]    DASHES            AS '----------'
```

A constant value does not require an operator or value associated with it.

DEFINE TODAY

A unique feature of *Please* allows you to DEFINE a new field that automatically assumes the date you enter when starting up your computer. To DEFINE a new field using TODAY. simply name the field and type TODAY in capital letters on the DEFINE line. No brackets or apostrophes are required. For example:

```
DEFINE [100] DAY OF ARRIVAL  AS  TODAY
```

The date that the Plan is processed (according to the date entered when the computer is started) appears in the defined field when the Plan is generated.

SELECT individual records

The SELECT option allows you to specify criteria for choosing specific records within the database for output. The SELECT screen looks like this:

```
PLAN ID: L05   Database:  PAYROLL   Desc: Payroll data for exempt employees

1) MUST PASS (ANY or ALL) OF THE FOLLOWING SELECTS:___


             Fld    [Fld#] or   AND  Fld    [Fld#] or   AND  Fld    [Fld#] or
             #   Op   Value     /OR  #   Op   Value     /OR  #   Op   Value
 2) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
 3) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
 4) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
 5) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
 6) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
 7) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
 8) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
 9) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
10) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
11) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
12) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
13) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
14) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
15) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
16) SELECT [___] __ _____, ___ [___] __ _____, ___ [___] __ _____
```

The first message appearing on the SELECT screen states:

1) MUST PASS (ANY or ALL) OF THE FOLLOWING SELECTS:

Please needs to know whether records must meet criteria in any one SELECT statement (lines 2 through 16) or must meet all SELECT criteria statements to be chosen for output. If you prefer, think of ANY as an "OR" condition between each SELECT line (ANY = this OR that) and think of ALL as an "AND" condition (ALL = this AND that). Unless otherwise specified, *Please* defaults to ANY.

Up to 15 SELECT lines may be entered with 3 possible SELECT statements on each line. To define a SELECT statement, enter the field number, a relational operator, and another field number or value, if required by the operator.

Relational Operators include:

E = Equal to
L = Less than
G = Greater than
B = Begins with
C = Contains
S = Spaces ┐
T = True   ├──── These do not require
F = False ┘   a corresponding value.
N negates any of the above

Remember: If desired, use the @ sign with Relational Operators B, C, and E to nullify recognition of upper and lower case characters.

To assist *Please* in searching for the selected value, enter a space immediately following the value. For example, if you are searching for a record containing the last name **Jacob**, typing a space after the name instructs *Please* to select a record containing the last name Jacob followed by a space. It prevents selection of a record containing the last name **Jacobson** where Jacob is followed by an "s".

SELECT statements are entered as follows:

SELECT [6] E 100   Instructs *Please* to choose all records where field number 6 equals 100.

SELECT [8] S   Instructs *Please* to choose all records where field number 8 contains spaces or is blank. The S relational operator does not require a value.

SELECT [10] C @McDonald Select records where field 10 contains any appearance of McDonald, regardless of case.

SELECT [100] NG 100   SELECT statements can be used with DEFINE fields (100-114) as well as original fields. In this example, select records where DEFINE field 100 is not greater than 100. (Same as less than or equal to 100.)

SELECT [4] L [6]   Select records where field 4 is less than field 6.

SELECT with AND/OR

If two SELECT statements are joined by AND, a record must meet both criteris for the SELECT line to be true. If the statements are joined by OR, a record could meet either criterion for the SELECT line to be true. This qualification process is continued through the SELECT lines to pinpoint the selection of records.

AND/OR connectors are used to further qualify a SELECT statement as follows:

```
SELECT [7] E @Chicago  AND [8] E @Smith
SELECT [9] C @Atlanta  OR  [2] S
```

Using the above example, if you had previously indicated that records must meet ALL SELECT statements, both of these SELECT lines would have to be true for the record to be selected for output. That is, field 7 must equal Chicago and field 8 must equal Smith, **AND** either field 9 must contain Atlanta or field 2 must be spaces.

If you had indicated that ANY SELECT statement could be met, records meeting either one of the SELECT lines would be chosen for output. Thus, for a record to be selected for output using this example, field 7 must equal Chicago and field 8 must equal Smith, **OR** field 9 must contain Atlanta or field 2 must be spaces. Obviously, you can be very selective (and complicated!).

Enter 0 in the first space of a SELECT line to erase the entire line. Enter a space in the connector space (AND/OR) to erase the remainder of a line.

Specify fields for OUTPUT

Each Output Plan may be created using different fields from the database. Specify the fields to be OUTPUT on this screen:

```
PLAN ID: F01    Database: PAYROLL   Desc: Payroll data for exempt employees

OUTPUT THE FOLLOWING FIELDS:

     Fld#  L#   C#       Field Name           Fld#  L#   C#       Field Name
 1) [---] ---  ---                       18) [---] ---  ---
 2) [---] ---  ---                       19) [---] ---  ---
 3) [---] ---  ---                       20) [---] ---  ---
 4) [---] ---  ---                       21) [---] ---  ---
 5) [---] ---  ---                       22) [---] ---  ---
 6) [---] ---  ---                       23) [---] ---  ---
 7) [---] ---  ---                       24) [---] ---  ---
 8) [---] ---  ---                       25) [---] ---  ---
 9) [---] ---  ---                       26) [---] ---  ---
10) [---] ---  ---                       27) [---] ---  ---
11) [---] ---  ---                       28) [---] ---  ---
12) [---] ---  ---                       29) [---] ---  ---
13) [---] ---  ---                       30) [---] ---  ---
14) [---] ---  ---                       31) [---] ---  ---
15) [---] ---  ---                       32) [---] ---  ---
16) [---] ---  ---                       33) [---] ---  ---
17) [---] ---  ---                       34) [---] ---  ---
```

Form Output Plans provide a space to enter the number of the field to OUTPUT, followed by the line and column number (L and C) for placement of the field. List and Export Plans require the specified field number only. Enter the field numbers to output in the order you want them to appear in the List or Export Plan. Form Plans will automatically order the fields according to line and column placement.

The first OUTPUT screen displays 34 OUTPUT lines. If you want to output more than 34 fields, simply enter the next field number (35 to 136) when this message appears:

```
ENTER THE LINE NUMBER TO CHANGE OR PRESS ↵ :
```

SORT records for output

Once you've defined and selected the fields and records for the Output Plan, *Please* needs to know how to arrange the records for output. SORT is the process of grouping database records alphabetically, chronologically, or numerically on a specified field or fields. Ascending or descending order is also specified as part of the SORT statement.

Unless the SORT statement is entered, *Please* automatically sorts the selected records in ascending order by Key Field data.

To define a SORT statement for output, enter the number of the field by which records will be sorted, followed by **A** or **D** for ascending or descending. If A or D does not follow the field number, A is automatically assumed.

```
SORT [8A]   Please sorts the selected records in
            ascending order on field number 8.

SORT [9D]   Please sorts the selected records in
            descending order on field number 9.
```

To further sort the selected records, enter up to four additional SORT statements on the SORT Line. For example, to sort a neighborhood database, by street name (field 3) in ascending order, then by street number (field 4) in descending order, enter the SORT Line like this:

```
SORT [3A] THEN [4D]
```

To erase the remainder of the SORT statement, enter a 0 for the field number to sort.

Remember: Any field can be used to SORT, including the Key Field or DEFINE fields.

The List Output Plan

A List Output Plan produces a columnar listing of selected information from a database. Of the general features discussed earlier in this chapter. the following are used for List Output Plans:

PLAN ID	DEFINE
TITLE	SELECT
LENGTH/WIDTH	SORT
PLMODIFY	OUTPUT
PLPROCESS	

A List Output Plan also enables you to:

☐ Insert BLANK LINES between listed records
☐ Use ALTERNATE HEADINGS in place of field names for the columns of data
☐ Calculate SUBTOTALS for numeric fields
☐ TOTAL on numeric fields and list the MINIMUM. MAXIMUM. and AVERAGE values

When data is retrieved using a List Output Plan. it looks like this:

```
Example of a List Output Plan                    DATE: 02/29/84    PAGE: 1

            NAME                   START-DATE  DEPT  DEPT-PHONE
============================================================================
Anderson, Pete M.                   01/19/83   200    2439
Anthony, Kathryn R.                 02/05/79   300    1874
Astor, William M.                   02/17/84   500    3982
Bennett, Cheryl A.                  08/01/82   300    1874
Bennett, Mary J.                    03/05/78   700    8378
Boswell, Kathy H.                   11/16/81   300    1874
Bryant, James E.                    06/26/82   200    2439
Calhoun, Kenneth C.                 09/13/80   300    1874
Celeste, Adrian A.                  12/01/79   500    3982
Daniels, Melvin K.                  09/13/78   800    7832
Dennis, James K.                    05/16/82   400    7942
Dinsmore, Marsha T.                 08/31/83   200    2439
Garrison, Betty W.                  01/15/84   400    7942
Gentry, Karl S.                     10/01/79   800    7832
Hall, Robert K.                     12/12/81   300    1874
Harrison, Samuel L.                 05/17/80   700    8378
```

Insert BLANK LINES between records

After indicating the length and width of your List Output Plan, *Please* requests the number of BLANK LINES (0 to 9) to insert between listed records. Unless otherwise indicated, *Please* does not insert any BLANK LINES between records.

Alternate Headings

The final screen of the List Output Plan contains unique data entries for List Plans only. Lines 2 through 9 of this screen are reserved for entering Alternate Headings in place of existing field names.

```
PLAN ID: L01   Database: PAYROLL   Desc: Payroll data for exempt employees

  1) SORT ON [▪▪▪▪] THEN [____] THEN [____] THEN [____] THEN [____].

               Alternate Header  FLD#              Alternate Header  FLD#
  2) HEADING _____ [___]  6) HEADING _____ [___]
  3) HEADING _____ [___]  7) HEADING _____ [___]
  4) HEADING _____ [___]  8) HEADING _____ [___]
  5) HEADING _____ [___]  9) HEADING _____ [___]

              Fld#       This field        Fld#   This field changes
 10) SUBTOTAL ON [___] _____ WHEN [___] _____
 11) SUBTOTAL ON [___] _____ WHEN [___] _____
 12) SUBTOTAL ON [___] _____ WHEN [___] _____

              Fld#       This field        MIN    MAX    AVG
 13) TOTAL    ON [___] _____ WITH _ AND _ AND _
 14) TOTAL    ON [___] _____ WITH _ AND _ AND _
 15) TOTAL    ON [___] _____ WITH _ AND _ AND _
 16) TOTAL    ON [___] _____ WITH _ AND _ AND _
```

When a List Output Plan is processed, field names appear as columnar headings for the output data. An Alternate Heading enables you to define another title for the column instead of the field name.

Unlike field names, Alternate Headings can contain spaces. They may be up to 20 characters long. To enter an Alternate Heading, type the new heading, followed by the field number it replaces.

SUBTOTAL on numeric fields

Lines 10 through 12 of the final List Output Plan screen are used for SUBTOTAL calculations.

```
PLAN ID: L01    Database: PAYROLL   Desc: Payroll data for exempt employees

 1) SORT ON [▪▪▪▪] THEN [____] THEN [____] THEN [____] THEN [____].

             Alternate Header   FLD#                   Alternate Header   FLD#
 2) HEADING  _____ [___]   6) HEADING  _____ [___]
 3) HEADING  _____ [___]   7) HEADING  _____ [___]
 4) HEADING  _____ [___]   8) HEADING  _____ [___]
 5) HEADING  _____ [___]   9) HEADING  _____ [___]

                 Fld#        This field        Fld#    This field changes
10) SUBTOTAL ON [___] _____ WHEN [___] _____
11) SUBTOTAL ON [___] _____ WHEN [___] _____
12) SUBTOTAL ON [___] _____ WHEN [___] _____

                 Fld#        This field      MIN    MAX    AVG
13) TOTAL    ON [___] _____ WITH _ AND _ AND _
14) TOTAL    ON [___] _____ WITH _ AND _ AND _
15) TOTAL    ON [___] _____ WITH _ AND _ AND _
16) TOTAL    ON [___] _____ WITH _ AND _ AND _
```

It is important that the SUBTOTAL feature is used in direct connection with the SORT feature. SUBTOTALS are only calculated on numeric type fields when sorted data in another specified field changes. Neither the field to SUBTOTAL nor the sorted field need to be output to obtain a SUBTOTAL.

For example, assume you want to SUBTOTAL commissions due for each of three salespersons. COMMISSIONS-DUE is field number 5 and SALES-REP is field number 10. SORT the database records by field number 10, SALES-REP, and SUBTOTAL each time that field changes.

Remember: Be sure that you always sort on the field that changes when a SUBTOTAL is performed.

Please supplies the field names when you enter the field numbers in each SUBTOTAL statement. A SUBTOTAL statement looks like this:

```
                      This Field                This Field Changes
        SUBTOTAL ON [5] COMMISSIONS-DUE WHEN [10] SALES-REP
```

To ensure that the SUBTOTAL prints in proper format, the column-width of the Output Plan should be at least 56.

TOTAL on numeric fields

Lines 13 through 16 of the final List Plan screen are used to output a TOTAL for specific numeric fields. In addition to the TOTAL, a minimum (MIN), maximum (MAX), or average (AVG) value may be printed on the Output Plan.

```
PLAN ID: L01    Database: PAYROLL   Desc: Payroll data for exempt employees

 1) SORT ON [▬▬▬▬] THEN [____] THEN [____] THEN [____] THEN [____].

            Alternate Header   FLD#                 Alternate Header   FLD#
 2) HEADING _____  [___]   6) HEADING _____  [___]
 3) HEADING _____  [___]   7) HEADING _____  [___]
 4) HEADING _____  [___]   8) HEADING _____  [___]
 5) HEADING _____  [___]   9) HEADING _____  [___]

            Fld#       This field           Fld#    This field changes
10) SUBTOTAL ON [___] _____  WHEN [___] _____
11) SUBTOTAL ON [___] _____  WHEN [___] _____
12) SUBTOTAL ON [___] _____  WHEN [___] _____

            Fld#       This field        MIN    MAX    AVG
13) TOTAL   ON [___] _____  WITH _ AND _ AND _
14) TOTAL   ON [___] _____  WITH _ AND _ AND _
15) TOTAL   ON [___] _____  WITH _ AND _ AND _
16) TOTAL   ON [___] _____  WITH _ AND _ AND _
```

To define a TOTAL statement, simply enter the number of the numeric field to total. *Please* fills in the field name. To print the minimum, maximum, or average value, enter a Y (for YES) for the desired value. Press ◄─┘ or enter a space to skip these options.

A completed TOTAL statement looks like this:

```
                                 MIN  MAX  AVG
    TOTAL ON [6] State Income Tax WITH  Y    Y    Y
```

To ensure that the TOTAL prints in proper format, the column-width of the Output Plan should be at least 56.

Summaries only

With a List Output Plan you can use the SORT, SUBTOTAL, and TOTAL statements alone to produce a summary of numeric data. No fields need to be specified for output. When the List Output Plan is processed, only the TOTALS and/or SUBTOTALS are given.

For example, suppose you want to know the total salary amount, subtotalled by department, of all terminated employees in the PAYROLL Sample Database. You would SELECT field 3 as Yes (employee was terminated), SORT on DEPT-CODE, and SUBTOTAL on GROSS-PAY when DEPT-CODE changes. To see the total of the terminated employees' salaries, TOTAL on GROSS-PAY. The processed List Output Plan shows only a summary of the SUBTOTAL and TOTAL figures because no fields were specified for OUTPUT in the Plan.

```
Salaries Totalled by Department              DATE: 02/29/84    PAGE: 1

===========================================================================
DEPT: 200
   GROSS-PAY SUBTOTAL:              2248.60

DEPT: 300
   GROSS-PAY SUBTOTAL:              1550.75

DEPT: 500
   GROSS-PAY SUBTOTAL:              3437.25

DEPT: 800
   GROSS-PAY SUBTOTAL:              2821.25

GROSS-PAY   TOTAL:          10057. 85
           RECORDS:      5
```

How List Output Plan works

Using the sample PAYROLL database, assume that you want to determine the dollar amount that the company must pay to match a proposed FICA increase on employee wages. The proposed increase is to 7%.

To create this List Output Plan, choose the PAYROLL Sample Database.

STEP 1:	PRESS: F4	To access the Output Plan Support Menu from the Master Menu
STEP 2:	PRESS: F1	To Create a New Output Plan
STEP 3:	TYPE: L1 PRESS: ↵	To identify the Output Plan as List number 1
STEP 4:	TYPE: Proposed FICA Increase PRESS: ↵	To title the Output Plan
STEP 5:	PRESS: ↵ ↵ ↵ ↵ ↵	To use the default values for PLMODIFY, PLPROCESS, Length, Width, and Blank Lines
STEP 6:	TYPE: NEW FICA PRESS: ↵	To DEFINE field 100
STEP 7:	TYPE: [4] ↵ * ↵ .07 ↵	To calculate GROSS-PAY times seven percent
STEP 8:	TYPE: FICA INCREASE PRESS: ↵	To DEFINE field 101
STEP 9:	TYPE: [100] ↵ − ↵ [6] ↵	To calculate New FICA minus FICA (field 6)

STEP 10: PRESS: ←⏎

The following message appears:

<p style="text-align:center">ENTER LINE NUMBER TO CHANGE OR PRESS ←⏎ :</p>

STEP 11: PRESS: ←⏎   To advance to the next
                                        screen

STEP 12: PRESS: ←⏎   To select ANY record

STEP 13: TYPE: **3** ←⏎   To SELECT only records
                 NT ←⏎   where TERMINATED? is not
                                        equal to True (Yes)
          PRESS: ←⏎
                 ←⏎

The following message appears:

<p style="text-align:center">ENTER LINE NUMBER TO CHANGE OR PRESS ←⏎ :</p>

STEP 14: PRESS: ←⏎   To advance to the next
                                        screen

STEP 15: TYPE: **1** ←⏎   To OUTPUT these fields:
                 6 ←⏎   NAME, FICA, NEW FICA,
                 100 ←⏎   and FICA INCREASE
                 101 ←⏎

          PRESS: ←⏎   There are no more fields to
                                        output

The following message appears:

<p style="text-align:center">ENTER LINE NUMBER TO CHANGE OR PRESS ←⏎ :</p>

STEP 16: PRESS: ←⏎   To advance to the next
                                        screen

STEP 17: TYPE: **9A** ←⏎   To SORT on field number 9,
                                        DEPT-CODE, in ascending
                                        order

          PRESS: ←⏎   To advance to the next line

STEP 18: TYPE: **EXISTING FICA**
          PRESS: ↵   To enter an Alternate
                                        Heading for field number 6,
                                        FICA

STEP 19: TYPE: **6** ↵   To indicate the field number
                                         to replace with the Alternate
                                         Heading

          PRESS: ↵   To advance to line 10

STEP 20: TYPE: **100** ↵   To SUBTOTAL on NEW FICA
                 9 ↵   when field number 9,
                                           DEPT-CODE, changes

          PRESS: ↵   To move to the next line

STEP 21: TYPE: **101** ↵   To TOTAL on
          PRESS: ↵   FICA INCREASE and skip
                      ↵   MIN, MAX, and AVG
                      ↵

The following message appears:

ENTER LINE NUMBER TO CHANGE OR PRESS ↵ :

STEP 22: PRESS: ↵   To save the design for List
                                           Output Plan L1 for the
                                           PAYROLL database

When the Plan has been saved, the following message appears:

PLAN L01 HAS BEEN SAVED FOR DATABASE PAYROLL

When the List Output Plan is processed. the output looks
like this:

```
Proposed FICA Increase                          DATE: 02/27/84    PAGE: 1

              NAME              EXISTING FICA  NEW FICA  FICA INCREASE
========================================================================
Anderson, Pete M.                      97.60    102.06           4.46
Lawrence, Jennifer J.                 171.30    179.06           7.76
Wade, Jess B.                         142.80    149.25           6.45
Powell, Timothy J.                    258.70    270.35          11.65
Dinsmore, Marsha T.                   187.10    195.52           8.42
DEPT: 200
  NEW FICA SUBTOTAL:                  896.24

Calhoun, Kenneth C.                   118.10    123.48           5.38
Hall, Robert K.                        99.90    104.44           4.54
Whitney, Bruce B.                     244.50    255.44          10.94
Boswell, Kathy H.                      85.90     89.81           3.91
Anthony, Kathryn R.                   111.60    116.62           5.02
Oliver, Rebecca D.                     79.20     82.84           3.64
DEPT: 300
  NEW FICA SUBTOTAL:                  772.63

Garrison, Betty W.                    184.20    192.50           8.30
Valentine, James C.                   142.90    149.38           6.48
Nelson, Becky L.                      139.60    145.94           6.34
Jenkins, Bill D.                      137.20    143.41           6.21
Dennis, James K.                      132.90    138.90           6.00
DEPT: 400
  NEW FICA SUBTOTAL:                  770.13

Astor, William M.                      99.70    104.16           4.46
Jones, Dwight B.                      134.00    140.00           6.00
Lasley, Saundra B.                     92.70     96.94           4.24
Masters, David J.                     139.40    145.72           6.32
Zimmerman, Randall J.                 118.00    123.37           5.37
Celeste, Adrian A.                    157.40    164.45           7.05
Stevens, Pamela R.                    141.10    147.52           6.42
DEPT: 500
  NEW FICA SUBTOTAL                   922.16

Bennett, Mary J.                      124.90    130.50           5.60
Paugh, Ellen D.                       132.50    138.47           5.97
Westmoreland, Rodney S.               125.60    131.25           5.65
Thomas, Cheryl W.                     159.00    166.20           7.20
Harrison, Samuel L.                   176.20    184.09           7.89
DEPT: 700
  NEW FICA SUBTOTAL:                  750.51

Daniels, Melvin K.                    207.10    216.39           9.29
Gentry, Karl S.                       246.70    257.76          11.06
Jackson, Patricia P.                  219.00    228.86           9.86
Post, Daniel C.                       228.40    238.72          10.32
DEPT: 800
  NEW FICA SUBTOTAL:                  941.73


FICA INCREASE   TOTAL:                218.20
```

The Form Output Plan

Form Output Plans are used to specify the placement of data on the screen or printed surface. The Form Output Plan is useful in printing data on preprinted forms, mailing labels, or anything else that requires special formatting.

The general output design options for Form Output Plan include:

PLAN ID	TITLE
DEFINE	LENGTH/WIDTH
SELECT	PLMODIFY
SORT	PLPROCESS
OUTPUT	

In addition, specific options used in Form Output Plans include:

- An ALIGNMENT MARK to assist in adjusting print
- LINE and COLUMN designations of the desired fields for output

ALIGNMENT MARK

The **ALIGNMENT MARK** is one character that prints immediately prior to printing the entire Output Plan. Placement of the mark enables you to see exactly where the printing will begin. Adjust your paper according to the ALIGNMENT MARK so that the printing begins in the right place.

The default ALIGNMENT MARK is an 'X' on LINE 1, COLUMN 1 of the output. When output is sent to the printer, the ALIGNMENT MARK prints and the following message appears:

ARE FORMS ALIGNED IN THE PRINTER? ENTER 'Y' OR 'N':

Until you answer Y for YES, a new ALIGNMENT MARK is printed to check adjustment of the page.

LINE AND COLUMN

At the time you specify the fields for OUTPUT on your Form Plan, you also indicate the exact line and column at which the fields will be printed. Function Key F9 is pressed to access a window of available fields and their respective field lengths. Use this information to assist you in planning placement of your fields for output. A grid layout of a standard 8½" × 11" page is provided in the back of this User's Guide to further assist you in placing fields.

The OUTPUT screen looks like this:

```
PLAN ID: F01    Database: PAYROLL    Desc: Payroll data for exempt employees

OUTPUT THE FOLLOWING FIELDS:

    Fld#  L#   C#      Field Name          Fld#  L#   C#      Field Name
 1) [■■■] --- ---                       18) [___] --- ---
 2) [___] --- ---                       19) [___] --- ---
 3) [___] --- ---                       20) [___] --- ---
 4) [___] --- ---                       21) [___] --- ---
 5) [___] --- ---                       22) [___] --- ---
 6) [___] --- ---                       23) [___] --- ---
 7) [___] --- ---                       24) [___] --- ---
 8) [___] --- ---                       25) [___] --- ---
 9) [___] --- ---                       26) [___] --- ---
10) [___] --- ---                       27) [___] --- ---
11) [___] --- ---                       28) [___] --- ---
12) [___] --- ---                       29) [___] --- ---
13) [___] --- ---                       30) [___] --- ---
14) [___] --- ---                       31) [___] --- ---
15) [___] --- ---                       32) [___] --- ---
16) [___] --- ---                       33) [___] --- ---
17) [___] --- ---                       34) [___] --- ---
```

Fields do not have to be placed in numeric sequence. Any field may be placed on any LINE and COLUMN. Remember to consider the field length when placing more than one field on the same line.

Field number 1 is 15 characters long
Field number 2 is 15 characters long

	L#	C#
[1]	1	1
[2]	1	17

This example indicates that one space should appear between fields 1 and 2 on line one.

How Form Output Plans work   Assume that the company wants to create a Form Output Plan to fill in a pre-printed "Total Employee Compensation" form.

Total Employee Compensation

To Our Employees:

This statement details the value of your total company benefits.

Compensation is given to you in two forms: through your paycheck and your benefits. This statement is to help you review estimated compensation for the calendar year.

Employee:

Date of Hire:

Annual Salary:

Vacation Pay (2 wks):

Medical Coverage:

Life Insurance:

Profit Sharing:

Workmen's Compensation:

Unemployment Tax:

FICA Matching:

Total Compensation: $

Data from the PAYROLL Sample Database is used to create this Form Output Plan, as well as some new DEFINE fields.

Once the Plan is created, the grid overlay is placed over the form to determine line and column placement of each field used in the Plan. The actual size of the form is 66 lines × 85 columns.

To create this Form Output Plan, choose the PAYROLL Sample
Database and follow these steps:

STEP 1: PRESS: **F4**   To access the Output
                                       Plan Support Menu from
                                       the Master Menu

STEP 2: PRESS: **F1**   To Create a New Output
                                       Plan

STEP 3: TYPE: **F01**   To indicate the PLAN ID
         PRESS: ◄┘   for this Output Plan

STEP 4: TYPE: **Total Compensation**

         PRESS: ◄┘   To title the Plan

STEP 5: PRESS: ◄┘   To use Password Level 1
                 ◄┘   for PLMODIFY and
                                       PLPROCESS

STEP 6: TYPE: **85** ◄┘   To indicate the width
                 66 ◄┘   and length of the Plan

STEP 7: PRESS: ◄┘   To use X as the
                 ◄┘   ALIGNMENT MARK on
                 ◄┘   LINE and COLUMN 1

STEP 8: TYPE   **ANNUAL SALARY** ◄┘
                 [4] ◄┘   To DEFINE field 100 as a
                 * ◄┘   computed value of field 4
                 12 ◄┘   multiplied by 12 (months)

STEP 9:   Enter the following DEFINE fields:

101)	VACATION PAY	[4]	/	2
102)	EMPLOYEE MEDICAL	'960.00'		
103)	LIFE INSURANCE	[100]	*	.0036
104)	PROFIT SHARING	[4]	*	.15
105)	WORKMAN'S COMP	[4]	*	.003
106)	UNEMPLOYMENT	'245.00'		
107)	TOTAL A	[100]	+	[101]
108)	TOTAL B	[107]	+	960.00
109)	TOTAL C	[108]	+	[103]
110)	TOTAL D	[109]	+	[104]
111)	TOTAL E	[110]	+	[105]
112)	GRAND TOTAL	[111]	+	245.00

STEP 10: PRESS: ←

The following message appears:

ENTER LINE NUMBER TO CHANGE OR PRESS ← :

STEP 11: PRESS: ←   To advance to the
                                           next screen

STEP 12: PRESS: ←   To indicate that
                                           records must pass
                                           ANY of the SELECT
                                           statements

STEP 13: PRESS: ←

The following message appears:

ENTER LINE NUMBER TO CHANGE OR PRESS ← :

STEP 14: PRESS: ←   To advance to the
                                           next screen

STEP 15: TYPE: 1 ←   To OUTPUT field
                  22 ←   number 1 on line 22,
                  34 ←   column 34

STEP 16: Place the following fields on the indicated line and
column for OUTPUT:

Field	Line	Column
[2]	24	34
[100]	27	32
[101]	29	33
[102]	31	35
[103]	33	32
[104]	35	34
[105]	37	34
[106]	39	34
[6]	41	34
[112]	48	26

STEP 17: PRESS: ◄─┘   To skip the SORT feature

STEP 18: PRESS: ◄─┘   To save the Output Plan

When the Plan has been saved, the following message appears:

PLAN F01 HAS BEEN SAVED FOR DATABASE PAYROLL

The Form Output Plan is now stored for the PAYROLL
database. *Please* returns to the Master Menu.

This is how one "Total Employee Compensation" form looks when printed with the Form Output Plan.

Total Employee Compensation

To Our Employees:

This statement details the value of your total company benefits.

Compensation is given to you in two forms: through your paycheck and your benefits. This statement is to help you review estimated compensation for the calendar year.

Employee:	Anderson, Pete M.
Date of Hire:	01/19/83
Annual Salary:	17496.00
Vacation Pay (2 wks):	729.00
Medical Coverage:	960.00
Life Insurance:	62.98
Profit Sharing:	218.70
Workmen's Compensation:	174.96
Unemployment Tax:	277.02
FICA Matching:	97.69

Total Compensation: $ 19919

The Replacement Output Plan

Replacement Output Plans are used when mass changes in field data are necessary or when entire groups of records need to be deleted from the database. When a Replacement Plan is used, existing field data is replaced with the newly defined data. Any field, except the Key Field, can be replaced with any of the following data of the same field Type:

- Data from another original or DEFINE field
- A constant value
- The current date, by entering the word TODAY in a date field
- Blank spaces, by entering the word SPACES enclosed in brackets [SPACES]

These general Output Plan features are used with Replacement Output Plans:

PLAN ID	TITLE
SELECT	PLMODIFY
DEFINE	PLPROCESS
LENGTH/WIDTH	

In addition, the Replacement Output Plan enables you to do the following:

- Insert one or more BLANK LINES between replaced records, when the updates are listed
- Delete all SELECTED records
- Replace values for SELECTED records

A completed Replacement Output Plan shows both the old data replaced in a field and the new data. These Plans have many practical uses. For example,

- A billing database uses Replacement Plans to reload (or replace) the balance each year for new dues
- An accounts receivable Replacement Plan is processed each month to assist in rolling or aging receivables by replacing old balances with new ones
- Annually, a direct mail company uses a Replacement Plan to delete records from the database which contain inactive leads

**Insert
BLANK LINES
between records**

After indicating the length and width of the Replacement Plan, *Please* requests the number of BLANK LINES (0-9) to insert between records that appear on the list of old and new data which has been replaced or deleted. Unless otherwise indicated, *Please* does not insert any BLANK LINES between records.

**Deleting records
by Replacement**

Replacement Output Plans are used to perform two functions: delete selected records from the database, or replace existing field data with new data.

When mass deletion of records is required, use the SELECT screen to indicate the characteristics of the specific records to delete. Indicate whether records must pass ANY or ALL SELECT statements to be deleted. Then, fill in the SELECT statements to describe records to be deleted.

The first message on the REPLACE screen allows you to verify that all SELECTED records should be deleted. Entering Y, for YES, instructs *Please* to delete all records specified on the SELECT screen. Entering Y does not replace any fields, but deletes entire records described during SELECT.

After the Replacement Plan is processed and before returning to the Master Menu, *Please* indexes the database to reorganize the remaining records.

Replacement of field data

Field data is replaced with data from another existing field, new data, or data from a DEFINE field. In the PAYROLL Sample Database, field number 8 (NET-PAY) is characterized as a SKIP field. Using the Replacement Output Plan, data can be entered in field 8 by creating new calculated DEFINE fields and replacing new data in the field.

How the Replacement Output Plan works

STEP 1:	PRESS:	**F4**	To access the Output Plan Support Menu from the Master Menu
STEP 2:	PRESS:	**F1**	To Create an Output Plan
STEP 3:	TYPE:	**R1**	To identify the Plan as Replacement Output Plan number 1
	PRESS:	↵	
STEP 4:	TYPE:	**Calculating Net Pay**	
	PRESS:	↵	To title the Replacement Plan
STEP 5:	PRESS:	↵ ↵ ↵ ↵ ↵	To use the standard values for PLMODIFY, PLPROCESS, WIDTH, LENGTH, and BLANK LINES

STEP 6:   TYPE: **DEDUCTION #1**   To DEFINE field 100
          PRESS: ←┘

STEP 7:   TYPE: [5] ←┘   To enter a computed
                  + ←┘   value: add FED-TAX
                  [6] ←┘   (field 5) to FICA (field 6)

          PRESS: ←┘

STEP 8:   TYPE   **DEDUCTION #2**   To DEFINE field 101
          PRESS: ←┘

STEP 9:   TYPE: [100] ←┘   To add DEDUCTION #1
                  +   ←┘   and STATE-TAX
                  [7]   ←┘

STEP 10: TYPE: **CALCULATED NET**
          PRESS: ←┘   To DEFINE field 102

STEP 11: TYPE: [4]   ←┘   To subtract
                  –   ←┘   DEDUCTIONS from
                  [101] ←┘   GROSS-PAY (field 4)
          PRESS: ←┘

The following message appears:

```
ENTER LINE NUMBER TO CHANGE OR PRESS ←┘ :
```

STEP 12: PRESS: ←┘   To advance to the next
                                     screen

STEP 13: PRESS: ←┘   To indicate that ANY
                                     records meeting the
                                     SELECT criteria should
                                     be chosen for output

          PRESS: ←┘   To skip the SELECT
                                     criteria

          PRESS: ←┘   To proceed to the next
                                     screen

STEP 14: PRESS: ↵   To indicate that
                                   SELECTED records are
                                   not to be deleted

STEP 15: TYPE: 8 ↵   To indicate the number
                                   of the field data to
                                   replace

STEP 16: TYPE: [102] ↵   To indicate the number
                                   of the field containing
                                   the data used for
                                   replacement

          PRESS: ↵

STEP 17: PRESS: ↵   To save the Replacement
                                   Output Plan

When the Plan has been saved, the following message appears:

<p style="text-align:center; color:blue">PLAN R01 SAVED FOR DATABASE PAYROLL</p>

Please returns to the Master Menu.

When the Replacement Output Plan is processed, you can
choose to print a listing of the old and new data, display the
data, or save the information on disk. If you want to process the
Plan without seeing the results of the replacement, simply set
either the length or width of the Replacement Plan design to
zero (0). This instructs *Please* to process the plan without
generating a report of the replacement.

When the Replacement Output Plan is processed. the output looks like this:

```
Calculating Net Pay                           DATE: 02/29/84    PAGE: 1

              NAME              NET-PAY (OLD) NET-PAY (NEW)
===============================================================================
Anderson, Pete M.                   0.00      1118.00
Anthony, Kathryn R.                 0.00      1199.00
Astor, William M.                   0.00      1085.00
Bennett, Cheryl A.                  0.00      1185.00
Bennett, Mary J.                    0.00      1325.00
Boswell, Kathy H.                   0.00       953.00
Bryant, James E.                    0.00      1649.00
Calhoun, Kenneth C.                 0.00      1331.00
Celeste, Adrian A.                  0.00      1731.00
Daniels, Melvin K.                  0.00      2158.00
Dennis, James K.                    0.00      1479.00
Dinsmore, Marsha T.                 0.00      1856.00
Garrison, Betty W.                  0.00      1961.00
Gentry, Karl S.                     0.00      2491.00
Hall, Robert K.                     0.00      1087.00
Harrison, Samuel L.                 0.00      1767.00
Jackson, Patricia P.                0.00      2105.00
Jenkins, Bill D.                    0.00      1435.00
Jones, Dwight B.                    0.00      1489.00
Lasley, Saundra B.                  0.00      1065.00
Lawrence, Jennifer J.               0.00      1727.00
Mann, Julian N.                     0.00      2005.00
Masters, David J.                   0.00      1454.00
Matthews, James A.                  0.00       775.00
Nelson, Becky L.                    0.00      1544.00
Oliver, Rebecca D.                  0.00       888.00
Paugh, Ellen D.                     0.00      1475.00
Post, Daniel C.                     0.00      2338.00
Powell, Timothy J.                  0.00      2587.00
Robertson, Charles S.               0.00      1332.00
Stevens, Pamela R.                  0.00      1558.00
Thomas, Cheryl W.                   0.00      1625.00
Valentine, James C.                 0.00      1485.00
Wade, Jess B.                       0.00      1484.00
Wagers, Geniece W.                  0.00      1194.00
Westmoreland, Rodney S.             0.00      1332.00
Whitney, Bruce B.                   0.00      2304.00
Zimmerman, Randall J.               0.00      1330.00
```

The Export Output Plan

Exporting is a way of retrieving information from a *Please* database and making it available to a non-*Please* software program, such as a spreadsheet or word processing package. An Export Plan actually creates a sequential file of selected data that is copied from the *Please* database. From here, the data may be used in many different ways, depending on the program it is integrated with.

The following Output Plan design options are used to create an Export Plan:

PLAN ID	TITLE
PLMODIFY	PLPROCESS
DEFINE	SELECT
SORT	OUTPUT

In addition, these specific options are used with Export Plans:

- File type required by the remote program
- Quotation mark delimiters required by the remote program
- Field trimming required by the remote program

Appendix E: Import/Export Characteristics lists Export methods and quote and trim requirements for some popular software programs.

Export file types

To Export a database from *Please* to another program. the file type required by the remote program must be specified in the Plan.

Please supports the following four file types:

TYPE 1) **CR/LF delimits fields**
The end of each field is indicated by a Carriage Return/Line Feed.

EX:
John Smith < CR > < LF >
1953 Harrison Avenue < CR > < LF >

TYPE 2) **Commas delimit fields**
The end of each field is indicated by a comma and the end of each record is indicated by a CR/LF.

EX:
John Smith, 1953 Harrison Avenue < CR > < LF >
Marilyn Parker, 1174 Belview Way < CR > < LF >

TYPE 3) **Length delimits fields**
Fields are not delimited but are fixed lengths within the record. The end of a record is indicated by a CR/LF.

EX:
|John Smith |1953 Harrison Avenue | < CR > < LF >
|Marilyn Parker |1174 Belview Way | < CR > < LF >

Note: The vertical bars (|) represent field lengths. These bars are not present in the exported record.

TYPE 4) **DIF** (Data Interchange Format™)
DIF is a standard language that allows programs to "talk" to each other. DIF file data is stored in columns and rows known as vectors and tuples, respectively. *Please* recognizes the standard configuration of DIF files as a common language for importing and exporting data.

Consult documentation of the remote program for specific file type requirements for importing and exporting data.

Quotes and Trim fields

To further prepare your data for exporting to a remote program, *Please* allows you to enclose Character Type fields in quotation marks and/or trim the fields' leading and trailing spaces. Quotation marks are used to delimit Character Type fields when they contain commas so that commas are not mistaken for the end of a field.

Depending on the program that the *Please* database is exported to. various combinations of file type, quotes, and trimming are required. Following are the possible requirement combinations for exporting databases from *Please*. DIF files do not require quotation marks or trimming of fields.

METHOD: Type 1, No Quotes, No Trim
This method denotes the end of a field with a Carriage Return/Line Feed only. Quotation marks and trimming are not used.

METHOD: Type 1, Quotes, Trim
This method indicates the end of a field by a Carriage Return/Line Feed and quotation marks. The beginning and end of Character Type fields are marked with quotation marks. Any leading or trailing spaces are trimmed.

For example. in the PAYROLL Sample Database the field length of field number 1. NAME, is 35. If a 35-character name is entered in this field. it is not followed by any trailing spaces since the name fills up the entire field. However. if the name John B. Smith is entered in the field, twenty-one blank spaces follow.

If quotes and trim are applied to this field for exporting, it looks like this:

```
"Smith, John B." <CR> <LF>
```

This method is compatible with most Basic interpreters. including IBM Basic and all other MS Basics and is used for most word-processing programs.

METHOD: Type 1, Quotes, No Trim

This method indicates the end of a field with a Carriage Return/Line Feed. Quotation marks denote the beginning and end of Character Type fields. Leading or trailing spaces in the field are included.

In the PAYROLL Sample Database, the Key Field length is 35. Using this method, the name John B. Smith looks like this when exported:

```
"Smith, John B.                    " <CR><LF>
```

This combination is compatible with IBM BASIC and other MS Basics. The spaces are read by the BASIC program; however, most do not require this space "padding." This combination is useful in situations where a program expects full field length input.

METHOD: Type 1, No Quotes, Trim

Using this method, the end of a field is indicated by a Carriage Return/Line Feed. Leading and trailing spaces are deleted.

The first field of the PAYROLL Sample Database has a field length of 35. If the name John B. Smith is entered in this field, it appears without leading or trailing spaces when exported with this method:

```
Smith, John B.
```

Beware that many programs may read this field as "Smith" only since the quotation marks are not present, and a comma usually denotes end of field.

METHOD: Type 2, No Quotes, No Trim

The end of a field is indicated by a comma with this method. No quotation marks or trimming are included. This method is most useful when no commas exist within any exported Character Type field. Otherwise, the exact field length is unclear without quotation marks to delimit the field.

METHOD: Type 2, Quotes, Trim
The end of a field is indicated with commas. Quotation marks indicate the beginning and end of the Character Type field. Leading and/or trailing spaces are trimmed.

This method is compatible with most BASIC interpreters, including IBM BASIC and other MS Basics.

```
"Smith, John B.",010184,...<CR><LF>
```

METHOD: Type 2, Quotes, No Trim
This method denotes the end of a field with a comma. Quotation marks indicate the beginning and end of Character Type fields. The field is not trimmed of leading or trailing spaces.

The first three fields of the PAYROLL Sample Database would look like this, using this method of exporting:

```
"Smith, John B.      ",010184,"N","..." <CR><LF>
```

This Export Method is recognized by most BASIC programs, including IBM BASIC.

METHOD: Type 2, No Quotes, Trim
Commas denote the end of a field with this method. All leading or trailing spaces are trimmed. Quotation marks are not used to mark the beginning or end of Character Type fields.

PASCAL, FORTRAN, and BASIC typically recognize this combination to denote end of field. Do not use this method if Character Type fields contain commas, such as the Key Field of the PAYROLL Sample Database.

METHOD: Type 3, No Quotes, No Trim
This method indicates the end of a complete record by a Carriage Return/Line Feed. Quotation marks and trim are not used to assist in distinguishing one record from another.

Records from the PAYROLL Sample Database would look like this when output:

```
Anderson, Pete M.     011983....<CR><LF>
Anthony, Kathryn R.   020579....<CR><LF>
Astor, William M.     021784....<CR><LF>
```

Programs written in COBOL and RPG read data grouped in this manner. These programs expect to read the entire contents of a field, including spaces. For example, a COBOL variable declaration for the first three fields of the PAYROLL Sample Database would look like this:

```
NAME          PIC X (35)
START-DATE    PIC X (6)
TERMINATED?   PIC X (1)
```

METHOD: Type 3, Quotes, No Trim
The end of a record is indicated by a Carriage Return/Line Feed. Quotation marks enclose the beginning and end of each record. Fields are not trimmed.

The first two fields of the PAYROLL Sample Database, NAME and START-DATE, have field lengths of 35 and 6, respectively. If these fields were exported as an entire record using this method, they would appear as this:

```
"Anderson, Pete M.     011983" <CR><LF>
"Anthony, Kathryn R.   020579" <CR><LF>
"Astor, William M.     021784" <CR><LF>
```

How the Export Output Plan works

Assume that you want to export data from the PAYROLL Sample Database to Department Managers who are preparing yearly budgets with Lotus 1-2-3.™ Follow these steps to export data from PAYROLL to a 1-2-3 worksheet using the DIF Export Method.

Before you begin, choose PAYROLL as the database to use.

STEP 1:	PRESS:	**F4**	To access the Output Plan Support Menu from the Master Menu
STEP 2:	PRESS:	**F1**	To Create a New Output Plan
STEP 3:	TYPE:	**E1**	To indicate the PLAN ID
	PRESS:	◄┘	
STEP 4:	TYPE:	**Departmental Budget**	
	PRESS:	◄┘	To title the Plan
STEP 5:	PRESS:	◄┘	To skip PLMODIFY and PLPROCESS
		◄┘	
STEP 6:	PRESS:	**4**	To indicate the Export Method as DIF with quotes and no trim. No DEFINE fields are desired, so you move to the next screen.
		◄┘	
		◄┘	
		◄┘	
		◄┘	
STEP 7:	TYPE:	**ALL**	To indicate that records must meet ALL SELECT criteria
	PRESS:	◄┘	
STEP 8:	TYPE:	**9** ◄┘	To SELECT records where field 9, DEPT-CODE, equals 300 and field 3, TERMINATED? is not equal to True (Yes)
		E ◄┘	
		300 ◄┘	
	PRESS:	◄┘	
	TYPE:	**3** ◄┘	
		NT ◄┘	

STEP 9:   PRESS: ↵   To advance to the next
                ↵   screen
                ↵

STEP 10: PRESS: 1 ↵   To indicate the fields to
                 2 ↵   OUTPUT
                 4 ↵

STEP 11: PRESS: ↵   To indicate there are no
                ↵   more fields to OUTPUT

STEP 12: PRESS: ↵   To skip the SORT feature

STEP 13: PRESS: ↵   To save the Output Plan

The following message appears:

PLAN E01 HAS BEEN SAVED FOR DATABASE PAYROLL

Process the Export Output Plan by pressing Function Key F5
from the Master Menu. The selected data from the PAYROLL
database is now on your Data Disk in a file named
PAYROLL.DIF. *Please* attaches the file extention .DIF to files
exported with Method 4. If Methods 1, 2, or 3 are used to
export, the file extention is .PRN.

Using the operating system capabilities, copy this file to another
disk (if necessary) for access by the remote program.

**CAUTION: If another Export is performed from the same
database before the current file is copied or renamed, the
new Export file replaces the original one.**

Modify an Output Plan

`F4` `F2`

To modify an Output Plan, follow the same steps as when creating a new Output Plan. Each screen appears in the same sequence as before, filled with the information entered when the Output Plan was created.

At the bottom of each screen, the following message appears:

ENTER LINE NUMBER TO CHANGE OR PRESS ↵ :

Simply enter the number of the line requiring change, make the necessary modifications, and press ↵ to enter the new data. Press **F1** when you need to return to a previous screen to make changes.

Delete an Output Plan

F4　F3

Deleting an Output Plan completely erases the design for retrieving information from a database.

Deleting an Output Plan is a simple process. Follow these steps to delete List Output Plan L3 for the PAYROLL Sample Database.

How it works

Begin by choosing the PAYROLL database from the Sample Data Disk.

STEP 1:　PRESS:　**F4**　　　　To access the Output Plan Support Menu from the Master Menu

STEP 2:　PRESS:　**F3**　　　　To access the Delete feature from the Output Plan Support Menu

STEP 3:　TYPE:　**L3**　　　　To indicate the Output Plan that
　　　　　　PRESS: ◄┘　　　　you want to delete

The following message appears:

```
      PLAN ID: L03    TITLE: Sample Plan to Delete
      ARE YOU SURE YOU WANT TO DELETE THIS PLAN? (Y or N)
```

STEP 4:　PRESS:　**Y**　　　　To indicate that you want to delete the specified Output Plan.

Please returns to the Output Plan Support Menu.

STEP 5:　PRESS:　**Esc**　　　To return to the Master Menu

List an Output Plan

F4 **F4**

Please provides the capability to list all characteristics and defined values for your Output Plans. The list can be displayed on your screen, printed, or saved on the disk and is invaluable as a record of design.

How it works

List Output Plan L1 was created earlier in this chapter for the PAYROLL Sample Database. Choose PAYROLL as the database to use and follow these steps to list List Output Plan L1.

STEP 1: PRESS: **F4**	To access the Output Plan Support Menu from the Master Menu
STEP 2: PRESS: **F4**	To access the List feature from the Output Plan Support Menu
STEP 3: TYPE: **L1** PRESS: ←	To enter the PLAN ID for List Output Plan L1

The following message appears:

STEP 4: PRESS: **D**	To display the list on your screen.
	If you choose to SAVE the list on disk, it may be printed later by following the instructions for "Printing a .SAV file" on page 3.12.
STEP 5: PRESS: ←	To return to the Master Menu

List Directory of All Plans

`F4` `F5`

Please assists you in recalling the Output Plans available for the current database. The Directory of Output Plans lists all PLAN IDs for each Plan type and displays the corresponding title. For List, Form, and Replacement Plans, the Password Level necessary to modify and process each Plan and the width/length information is also provided. The Directory of Export Plans includes information on Password Levels and Method, Quotes, and Trim.

How it works

In this chapter, you have created List, Form, Replacement, and Export Output Plans for the PAYROLL Sample Database. Choose PAYROLL as the database to use and follow these steps to List a Directory of All Plans for this database.

STEP 1: PRESS: **F4**	To access the Output Plan Support Menu from the Master Menu
STEP 2: PRESS: **F5**	To List a Directory of All Plans from the Output Plan Support Menu
STEP 3: TYPE: **D** PRESS: ↵	To display the Directory of Output Plans on your screen
	If you choose to save the Directory on your disk, it may be printed later by following the steps for "Printing a .SAV file" on page 3.12.
STEP 4: PRESS: ↵	To return to the Master Menu

Process an Output Plan

F5

Once an Output Plan is created, it is processed to retrieve data according to your design.

When a Plan is processed, you monitor its progress on the Processing Phase screen, which looks like this:

Database: PAYROLL   Desc: Payroll data for exempt employees   Date: 02/27/84

TITLE	Proposed FICA Increase		
PLAN ID	L01	PLAN TYPE	LIST
OUTPUT WIDTH	80	OUTPUT LENGTH	66

PROCESSING PHASE		SORT	
RECORDS IN	32	OUT	32

Near the top of the screen, a box contains the information you entered about your Output Plan when it was created, including TITLE, PLAN ID, PLAN TYPE, OUTPUT WIDTH, and OUTPUT LENGTH.

The bottom portion of the Processing screen indicates the processing phases taking place (SELECT, SORT, MERGE, and OUTPUT) as well as the number of records moving through these phases.

Data is processed through three or four processing phases, depending on the size of the database and type of Output Plan.

Records are counted as they come IN (are processed) through the SELECT phase. The number of records OUT indicates those meeting the SELECT criteria defined in the Output Plan. You may cancel processing during this phase by pressing **Esc**.

Next, *Please* sorts the records that were chosen during the SELECT phase, according to the SORT statement defined in the Output Plan. The records are counted as they go IN and OUT of the SORT phase.

The MERGE phase is a continuation of the SORT phase. *Please* uses MERGE to sort on a large volume database or when a number of SORT statements are defined for a large database.

Finally, records are OUTPUT when you instruct *Please* to send the data to your screen, printer, or disk. Processing is cancelled during this phase by pressing **Esc**.

How it works

Follow these steps to process List Output Plan L1 with PAYROLL as the current database.

STEP 1: PRESS: **F5**   To Process an Output Plan from the Master Menu

STEP 2: TYPE: **L1**   To indicate the PLAN ID for the
        PRESS: **↵**   desired Output Plan

STEP 3: PRESS: **Y**   To indicate that the Output Plan described on the Processing screen is the correct one

Please displays the number of records processed in and out of the processing phases. When finished, the following message appears:

<p style="text-align:center;">PRESS D to DISPLAY, P TO PRINT OR S TO SAVE:</p>

STEP 4: PRESS: **D**   To display the output on your screen

                              If you choose to save the output on your disk, *Please* creates a file with the same name as the database and attaches the file extension .SAV. (For instructions on printing this data, refer to the section on "Printing a .SAV File" on page 3.12.)

When the data has been output, *Please* returns to the Master Menu.

Summing It Up

Now, review what you've learned.

- The Quick List is a simple method of extracting data from your database. Use it for one-time reports that will not be requested again. *Please* does not store the Quick List design.

- The END command may be used alone to produce a Quick List of all database information.

- When specifying records for selection, use the @ sign with a value to nullify recognition of capitalization. This ensures that all occurrences of the value are recognized by *Please*.

- When you save output of a Quick List or Output Plan to disk, *Please* assigns a .SAV extension to the new file. It can be printed later with the standard DOS "Type" command.

- Up to fifteen DEFINE fields may be created for a database for use with an Output Plan.

- A DEFINE field is created as a constant value or a computed value. A combination of original or DEFINE numeric fields and numeric value are used to define a computed value.

- There are four Output Plan types: List, Form, Replacement, and Export.

- A List Output Plan produces a columnar listing of selected data from a database. In addition to other features, SUBTOTALS and TOTALS on numeric fields can be used with List Plans. A "Summaries Only" list of SUBTOTALS and/or TOTALS is also possible.

- Form Output Plans are used to specify exactly where data is placed on the screen or printed surface. The Alignment Mark, Line, and Column indication assist in placement of fields.

▣ The Replacement Plan is used for making mass changes in field data or mass deletions of database information.

▣ The Export Output Plan is used to retrieve information from a *Please* database and make it available to a non-*Please* software program. (Refer to Appendix E: IMPORT/EXPORT CHARACTERISTICS for a table of some popular programs and their file requirements.)

▣ *Please* supports four file type export methods:

> CR/LF delimits fields
> Commas delimit fields
> Length delimits fields
> DIF

▣ In addition to the four Export methods, *Please* allows you to insert quotation marks and trim leading or trailing spaces to facilitate a smooth transfer of data.

▣ After an Output Plan is created, *Please* allows you to Modify, Delete, or List an Output Plan. A Directory of all defined Output Plans is also accessible.

▣ Processing an Output Plan is the final step in retrieving data from your database.

Where To Go From Here

Chapter 4: The Utilities discusses the features which assist you in using your database to its full capacity. You learn to:

- List, Copy, and Modify a database structure
- Merge databases
- Import a non-*Please* file
- Empty and Destroy the current database
- Index the current database
- Design a Special Screen Format
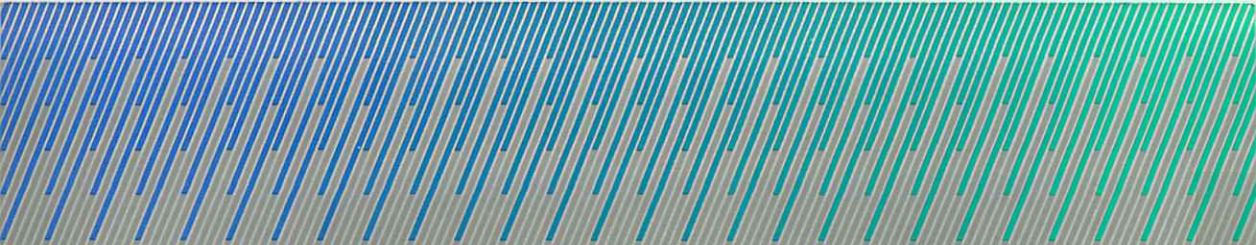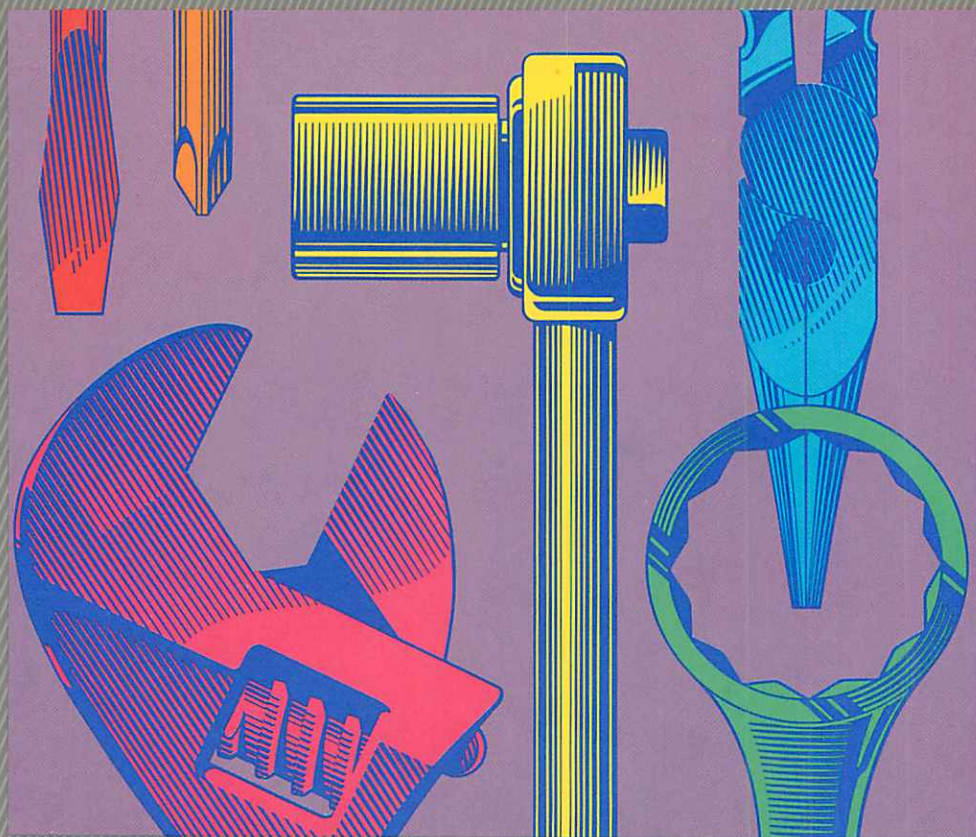
The Utilities

please™

In this chapter you discover some of the special features that make *Please* unique among data management systems. The features are referred to as Utilities because they help you use your database more efficiently. Access these special Utilities by pressing Function Key F6 for the Database Utilities Menu. The Utilities include:

- List the Database Structure
- Copy a Database Structure
- Modify the Database Structure
- Merge Databases
- Import a non-*Please* File
- Empty the Current Database
- Destroy the Current Database
- Design a Special Screen Format
- Index the Current Database.

Terms You Need to Know

Structure
The framework of the database file. Contains such information as field length, field type, field names, default value, and database description. The structure does not include the actual data that makes up a complete record.

Import
To transfer information from a non-*Please* file into a *Please* database.

Merge
To combine data from one database into another.

Truncate
To shorten by cutting off. For example, when a line of text is **truncated** it is cut off prior to the end of the line.

Empty Database
A complete database structure that contains no data.

List the Database Structure

F6 F1

Please provides the capability to **List the Database Structure** and its defined characteristics. This list can be displayed on your screen, printed, or saved on the disk. A listing of your database structure is useful in many ways:

■ When merging existing database information into a new database, a list of both database structures helps verify that structure characteristics are similar. This results in a smooth transfer of data.

■ If your disk is damaged or destroyed, a printed list of all your database structures will help you recover lost work.

■ Lists serve as handy reference sheets to guide modifications to structure.

It is recommended that you maintain a notebook of structure lists for all your databases.

To **List the Database Structure** of a current database, follow the steps below.

How it works

STEP 1:	PRESS:	**F6**	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS:	**F1**	To **List the Structure** for the Current Database
STEP 3:	PRESS:	**P**	To print the structure list
	PRESS: ◄┘		To indicate that the printer is ready

–or–

	PRESS:	**D**	To display the structure on your screen

–or–

	PRESS:	**S**	To save the listing of the structure on your disk, so that it can be printed later.
STEP 4:	PRESS: ◄┘		To return to the Master Menu.

The Total Record Length is displayed at the end of the structure list. This number is the total number of characters reserved for data in each record.

Printing a .SAV File

If you choose to save the Database Structure List, *Please* gives it the name of the current database, plus an extension of .SAV, and writes it on the disk that holds the database. Later, the file can be printed, following these steps:

How it works

STEP 1:   PRESS: **F9**   To exit *Please* from the Master Menu.

STEP 2:   PRESS: **Y**   To confirm your desire to exit to the operating system

STEP 3:   PRESS: **Ctrl PrtSc**   To echo characters displayed on the screen to your printer

STEP 4:   TYPE: [The standard DOS "Type" command]   To begin printing the file (EX: **Type B:PAYROLL .SAV**)

STEP 5:   PRESS: **Ctrl PrtSc**   To cancel the print echo after the file is printed

Copy the Database Structure

`F6` `F2`

As you work more and more with *Please*, the **Copy** feature becomes an invaluable tool. Copying a Database Structure assists you in many ways:

- When modifying the structure of a database that contains data, use the **Copy** feature. A number of modifications can take place only with an EMPTY database, or one which contains no data. Therefore, the database structure can be **copied**, giving you an empty database ready for modification. The existing data can later be merged into the new database. (Modify and Merge are discussed later in this chapter).

- When creating a new database with characteristics similar to an existing database, it is quicker to **Copy** the existing structure and make necessary modifications than to create an entirely new structure.

- The **Copy** feature can be used to provide a structure for housing an imported file. (Importing is discussed later in this chapter).

To copy the structure of the PAYROLL Sample Database, choose it as the database to use from the Master Menu and follow the steps below.

How it works

STEP 1:   PRESS: **F6**   To access the Database Utilities
                                            Menu from the Master Menu

STEP 2:   PRESS: **F2**   To access the **Copy** feature

You are prompted to enter the name of the new database structure that the current database structure is to be copied to. The name can contain up to 8 characters.

STEP 3: TYPE: **PAYROLL2**   To name the new database
        PRESS: ↵   that the PAYROLL structure is
                            to be copied to

STEP 4: PRESS: **B**   To indicate the disk drive con-
                            taining the disk where the new
                            database structure will be placed.

A message informs you when copying is complete, and *Please* returns to the Master Menu.

Remember: The new database, PAYROLL2, now contains only the structure, which is identical to the structure of the PAYROLL Sample Database. PAYROLL2 is EMPTY, so modifications to the structure can be made.

If you press F1 again from the Master Menu, then enter the letter of the drive location, you see that the new database, PAYROLL2, appears in the list.

Note: If, in the future, you copy a database to which you have assigned passwords, the passwords are transferred along with the structure and your new database has the same password protection as the original.

Modify the Database Structure

F6 F3

With *Please* you can **Modify the Database Structure** after it is created. If Password Level 3 is assigned to the database, only users with the level 3 password can **Modify** the structure. (See Chapter 5 for a discussion of passwords.)

A database structure can be modified without restriction if the database is EMPTY (without data). Certain restrictions are imposed by *Please* if the database is NOT EMPTY (contains data). A message in the upper right of the screen indicates the status of the database content.

Press Function Keys F1 and F2 as needed to scan database fields in the following operations.

Modifying a Database that is EMPTY

In the following pages, you learn to modify a database structure by using your PAYROLL2 database. (PAYROLL2 was copied in a previous example of this chapter. If you have not already copied this structure, do so now.) PAYROLL2 is EMPTY. There are no password requirements imposed on the PAYROLL2 database.

Add a Field (Database EMPTY)

F6	F3	F3

Adding a new field to a database structure simply adds a field to the bottom of the list of existing fields. Assume that a new field, SUPERVISOR, needs to be added to the PAYROLL2 database. First, choose PAYROLL2 as the database to use, and follow the steps below.

How it works

STEP 1:	PRESS:	F6	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS:	F3	To access the Modify Database Structure function.
STEP 3:	PRESS:	F3	To **Add a Field** to the PAYROLL2 database structure
STEP 4:	TYPE:	SUPERVISOR	To name the new field
	PRESS:	◄┘	
STEP 5:	PRESS:	C	To indicate Character field type
STEP 6:	TYPE:	15	To indicate the field length
	PRESS:	◄┘	
STEP 7:	PRESS:	N	Data is not required for entry
STEP 8:	PRESS:	◄┘	To skip Default, Low, and High values (discussed in Chapter 5)
		◄┘	
		◄┘	
STEP 9:	PRESS:	F8	To save the structure of the database
STEP 10:	PRESS:	◄┘	To return to the Master Menu.

Re-do a Field (Database EMPTY)

`F6` `F3` `F4`

Any of the existing field characteristics can be modified if you
Re-do a Field. For example. suppose a new department-
numbering system requires you to change Field Number 9
(DEPT in the PAYROLL2 database) to a length of four. with a
Low Value of 1000 and a High Value of 9000.

How it works

STEP 1:	PRESS: **F6**	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS: **F3**	To modify the PAYROLL2 database structure.
STEP 3:	PRESS: **F4**	To **Re-do** an existing field in the database structure
STEP 4:	TYPE: **9** PRESS: ◄─┘	To indicate the Number of the field to **Re-do**
STEP 5:	PRESS: ◄─┘ ◄─┘	To skip the Field Name and Field Type characteristics
STEP 6:	TYPE: **4** PRESS: ◄─┘	To modify the Field Length from 3 to 4
STEP 7:	PRESS: **Y**	To maintain the Req status

STEP 8:   TYPE: **1000**   To assign the new Low Value
          PRESS: ↵

STEP 9:   TYPE: **9000**   To assign the new High Value
          PRESS: ↵

STEP 10: PRESS: **F8**   To indicate your desire to save this
                             new database structure

The following message appears:

NOTE: ANY EXISTING OUTPUT PLANS OR SPECIAL INPUT SCREENS WILL BE DESTROYED

          PRESS: ↵   To proceed with saving the structure

STEP 11: PRESS: ↵   To return to the Master Menu

Note: The message displayed in STEP 10 appears **only** if you
re-do Field Type or, as in this example, Field Length. You can
change any other field characteristic **without** having Output
Plans or Special Input Screens destroyed.

Delete a Field (Database EMPTY)

F6 F3 F5

If you **Delete a Field** from a database structure, *Please* automatically rearranges and re-numbers the remaining fields in proper order. Suppose you use the PAYROLL2 database, have deleted the records of terminated employees, and no longer need Field Number 3.

Follow these steps to delete Field Number 3, TERMINATED?, from the PAYROLL2 database.

How it works

STEP 1:	PRESS: **F6**	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS: **F3**	To modify the database structure
STEP 3:	PRESS: **F5**	To **Delete** an existing field from the database structure
STEP 4:	TYPE: **3** PRESS: ←	To indicate the Number of the field to delete
STEP 5:	PRESS: **F8**	To indicate your desire to save this new database structure

The following message appears:

NOTE: ANY EXISTING OUTPUT PLANS OR SPECIAL INPUT SCREENS WILL BE DESTROYED

| | PRESS: ← | To proceed with saving the structure |
| STEP 6: | PRESS: ← | To return to the Master Menu. |

Insert a Field (Database EMPTY)

F6 **F3** **F6**

You can **Insert a Field** between any two existing fields in the structure. *Please* automatically rearranges the fields and puts them in proper numerical order. Follow these steps to **Insert a Field** named GROUP-INSURANCE after Field Number 6 in the PAYROLL2 structure.

How it works

STEP 1:	PRESS: **F6**	To access the Database Utilities Menu
STEP 2:	PRESS: **F3**	To activate the Modify the Database Structure function
STEP 3:	PRESS: **F6**	To **Insert a Field** for the current structure
STEP 4:	TYPE: **7** PRESS: ◄─┘	To specify the number of the current field that the new field will precede
STEP 5:	TYPE: **GROUP-INSURANCE** PRESS: ◄─┘	To name the inserted field
STEP 6:	PRESS: **N**	To indicate Numeric field type
STEP 7:	PRESS: **2**	To indicate the number of digits to the right of the decimal point
STEP 8:	TYPE: **5** PRESS: ◄─┘	To indicate field length

STEP 9:   PRESS: **Y**   To indicate that data
                                            entry is always required

STEP 10: PRESS: ↵   To skip the Low and High
                  ↵   value entries (not neces-
                                            sary for this example)

STEP 11: PRESS: **F8**   To indicate your desire
                                            to save the structure

The following message appears:

NOTE: ANY EXISTING OUTPUT PLANS OR SPECIAL INPUT SCREENS WILL BE DESTROYED

          PRESS: ↵   To proceed with saving
                                            the modified structure

STEP 12: PRESS: ↵   To return to the Master
                                            Menu

Description, Passwords, and Duplicate Keys
(EMPTY or NOT EMPTY Database)

[F6] [F3] [F7]

The database **Description** assists you in remembering the contents of a database. Initially defined when the database is created, the description is brief, up to 35 characters long. It always appears for the current database at the top of the screen on the status line.

There are three **Password** levels. Each allows varying degrees of database use, in general terms as follows:

> Level 1—View records only
> Level 2—Add, Change or Delete records only
> Level 3—Full control of the database

Refer to Chapter 5 for a complete discussion of passwords.

Any one or all three password levels can be imposed on a database at one time. (Passwords can be up to six characters long.) If no passwords are assigned, *Please* allows full database use to the person choosing it.

Please allows you to specify use of **Duplicate Key Field** data or **Unique Key Field** data. Unless you indicate otherwise, *Please* defaults to Duplicate Key Fields. This means that more than one record can be entered into the database with the same Key Field data. For a complete discussion of Duplicate and Unique Key Fields, see Chapter 5.

Follow these steps to change the database **Description**, **Password** levels, and **Duplicate Keys** for PAYROLL2. (The PAYROLL2 structure was copied from the sample database, PAYROLL, in a previous section of this chapter, entitled **Copy The Database Structure**. If you have not yet copied the PAYROLL structure to PAYROLL2, do so now.)

How it works

STEP 1:	PRESS: **F6**	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS: **F3**	To access the Modify feature
STEP 3:	PRESS: **F7**	To modify the database **Description**, **Passwords**, or **Duplicate Keys**
		The current **Description** appears at the bottom of your screen
STEP 4:	TYPE: **Exempt Payroll** PRESS: ←┘	To enter a new database Description for PAYROLL2
STEP 5:	TYPE: **ONE** PRESS: ←┘	To define the Level 1 Password for PAYROLL2
STEP 6:	TYPE: **TWO** PRESS: ←┘	To define a Level 2 Password for PAYROLL2
STEP 7:	TYPE: **THREE** PRESS: ←┘	To define a Level 3 Password for PAYROLL2
STEP 8:	PRESS: **N**	To change from Duplicate Key Field contents to Unique Key Field contents
STEP 9:	PRESS: **F8**	To save the modified structure
STEP 10:	PRESS: ←┘	To return to the Master Menu

Modifying a Database that is NOT EMPTY

You cannot perform all the modifications available for an
EMPTY database on one that is NOT EMPTY.

Items that **can** be modified on a Database that is NOT EMPTY are:

- Field names of existing fields
- Field entry requirement (REQ)
- Default value
- High value
- Low value
- Database Description, Passwords, and Duplicate Keys
  preference

These operations are performed exactly as for a database that is
empty. If you wish to perform any of the above on a database
that is NOT EMPTY, follow the instructions given for EMPTY
databases on the previous pages.

If you need to make any other modifications not available to a
database that is NOT EMPTY, you can:

1. Copy the database structure (discussed previously in this
   chapter),
2. Modify the copy of the database structure, which is now
   EMPTY and can accept the full range of modifications, and
3. Merge the database into the newly modified copy (discussed
   later in this chapter).

Merge Databases

F6 **F4**

Merge Databases is the process of expanding a database by copying in records from another database. The database from which records are copied is called the **source database**. The **destination database** is an existing database which is expanded with the copied source database records. Only the destination database is affected by the merge; the source database remains exactly as it was before the merge.

Differences in the structure of the two databases will affect the outcome of the merge, as described in the following paragraphs. The only similarity that **must** exist for a merge to take place is that the Key Field name in the destination database must be one of the field names in the source database (but does not have to be the source database's Key Field name). Fields do not have to be in the same order, of the same type, or the same length; High, Low, and Req values are ignored. The two databases can have different numbers of fields.

All field data in the source database that finds an identical field name (including upper/lower case letters) in the destination database is merged. Field data from the source database that does not find an **exactly** matching field name in the destination database is not merged. Fields in the destination database that do not exist in the source database contain spaces after the merge.

Suppose that you have two separate databases, named A and B, that contain the fields shown below:

	Database A		Database B
Key:	NAME	Key:	SSN
	SSN		NAME
	DEPT		DEPT
	JOB-CODE		SALARY
	START-DATE		

After merging database A to database B, B contains some data from A, but in a different order. For example, a record for Jane Smith in database A would appear in database B as follows after the merge:

Database A record	Database B record
Key: Jane Smith	Key: 000-00-0000
000-00-0000	Jane Smith
Accounting	Accounting
Level 44	.00
012583	

In B in the above example, the first two fields are switched, as SSN is database B's Key Field; SALARY is zero because the data was not contained in A. JOB-CODE and START-DATE data are not merged from database A because those fields do not exist in B.

Merging is used to accomplish many different tasks.

▣ Use **Merge Databases** after you have copied and modified a database structure. Merge data from the original database into the newly modified database structure.

▣ Use **Merge Databases** to combine data. For example, the home office maintains a sales database and satellite offices use the same database to tabulate regional sales. Once a month, the satellite offices merge their data with the home office database to determine combined sales activity.

Merging Rules

The merging of field data from one database to another is done by matching **identical** field names. If other structure characteristics are not completely identical, data is copied according to Merging Rules. The following table indicates the transfer that takes place when varying field types and lengths are merged.

Merge Rules*

Destination

Source	Character Field**	Numeric Field***	Date	Indicator
Character Field	OK	BLANK if Non-Numeric, otherwise OK	BLANK	"Y" if the source is a Non-Blank character field
Numeric Field	OK	OK	BLANK	"Y" if the source is a Non-Blank numeric field
Date	OK	OK	OK	"Y" if the source is a Non-Blank date field
Indicator	OK	"Y" or "T" results in 0; anything else results in a BLANK	BLANK	OK

*If the source field is all BLANKS or SPACES, the destination field will always be BLANK.
**If the destination field is shorter than the source field, the destination is truncated from the right.
***If the destination field cannot fully contain the source field it is left BLANK.

Assume that you want to **Merge** data from the PAYROLL database into the PAYROLL2 database. Choose PAYROLL as the database to use and follow the steps below.

How it works	STEP 1:	PRESS: **F6**	To access the Database Utilities Menu from the Master Menu
	STEP 2:	PRESS: **F4**	To access the **Merge Databases** feature
	STEP 3:	TYPE: **PAYROLL2** PRESS: ↵	To indicate the name of the destination database
	STEP 4:	PRESS: **B**	To indicate the letter of the disk drive containing the disk where PAYROLL2 is located.

A message appears verifying the disk drive location of the two databases. If you do not want to continue with the merging process, press **Esc**. Otherwise,

STEP 5:   PRESS: **Y**   To proceed with **Merge Databases**

A message indicates when the **Merge** is completed. In addition, *Please* shows you the number of records successfully merged into the destination database. After the merge, PAYROLL 2 contains records from PAYROLL. Note that the destination database may or may not contain records prior to the merge.

You can use Merge, in combination with Copy Structure, to change the Key Field designation of a database.

Unique/Duplicate Key Field contents

The outcome of a database merge is affected by your specification of duplicate or unique Key Field contents in the destination database. (Refer to Chapter 5 for a complete discussion of duplicate and unique Key Field values.)

If the destination database allows **duplicate** Key Field contents, records are merged to the destination database with duplicate Key Field data as required. For example, after the merge, the destination database contains as many records for Jane Smith as there were in the source and destination databases combined.

If the destination database allows **unique** Key Field contents, records are merged to the destination database as follows:

▣ If, for example, the source database contains one record for Jane Smith and the destination database contains no record for her, the record in the source database is merged to the destination database.

▣ If the source database contains two or more records for Jane Smith, only data from the first Jane Smith record in the source database is merged to the destination database.

▣ If the destination database already contains a record for Jane Smith, no record can be merged for her from the source database to the destination database.

Import a non-*Please* File

`F6` `F5`

Import is used to integrate data from non-*Please* files into the current *Please* database. Importing transforms data from spreadsheet, database, or word processing files into a *Please* database file.

When using a dual-diskette drive system, you should exit from *Please* via the Master Menu and copy the imported file onto your data disk. Then proceed with the process by importing the non-*Please* file from your data disk.

For a non-*Please* file to be imported into your database, it must be one of the following four types of file formats:

Import/Export file types

TYPE 1) CR/LF delimits fields

This file type indicates the end of each field with a Carriage Return/Line Feed.

```
Joe Smith <CR><LF>
1953 Harrison Avenue <CR><LF>
```

TYPE 2) Commas delimit fields

The end of each field is indicated by a comma and the end of each record is indicated by a CR/LF.

```
Joe Smith, 1953 Harrison Avenue <CR><LF>
Marilyn Parker, 1174 Belview Way <CR><LF>
```

Note: This method of importing should not be used if the import record length is greater than 252 characters.

4-23

TYPE 3)   Length delimits fields

Fields are not delimited but are fixed lengths within the record. The field lengths must be identical to the database structure field lengths and total record length. The end of a record is indicated by a Carriage Return/Line Feed.

```
Joe Smith       1953 Harrison Avenue <CR><LF>
Marilyn Parker  1174 Belview Way     <CR><LF>
```

Note: This method of importing should not be used if the record length is greater than 252 characters.

TYPE 4)   DIF

DIF stands for Data Interchange Format, the standard program language that allows the exchange of data among different programs. DIF file data is stored in columns and rows known as vectors and tuples, respectively. *Please* recognizes the standard config-uration of DIF files as a common language for importing data.

It may be necessary to translate your files into the DIF format prior to importing them to *Please*. Consult documentation of the remote program for specific file type requirements for importing data. Appendix E: Import/Export Characteristics describes methods and file types for importing data from several popular software products.

If you are unsure of the file type, use the DOS "Type" command to examine the contents of your file. At the A > prompt, TYPE:

TYPE [name of your file]

The content of your file is displayed on the screen. Examine the file to determine its Import file type.

During the **Import** process, the name of the imported file must be entered in the following format:

D:Filename.EXT

Where:
D: represents the disk drive where the file is located.
Filename: represents an up-to eight character name for the file.
. separates the file name from the extension, if any.
EXT represents the optional file extension.

A database structure must exist to accommodate the imported file. The structure must be designed exactly like the data in the imported file. The imported data is transferred literally, line by line. It cannot contain any more or any less fields (including blank lines) than exist in the *Please* structure.

If your database is designed for Unique Key Fields, you are prompted during importing to specify that imported records containing Key Field data that currently exists in the database either

1) replace existing records in your database with the same Key Field, or
2) are dropped (not imported).

If your database is designed to accept Duplicate Key Fields, imported records are always added, creating the possibility of multiple records with identical Key Field data.

A sample database named SALARIES is on your *Please* Sample Data Disk. A file named EMPLOYEE.DIF, created with the spreadsheet program Lotus 1-2-3, is also on your Sample Data Disk.

To import EMPLOYEE.DIF to SALARIES, choose SALARIES as your database to use and follow the steps below.

How it works	STEP 1:	PRESS:	**F6**	To access the Database Utilities Menu from the Master Menu
	STEP 2:	PRESS:	**F5**	To access the **Import** feature
	STEP 3:	TYPE:	**B:EMPLOYEE.DIF**	To indicate the name of
		PRESS: ◄┘		the file to Import
	STEP 4:	PRESS:	**4**	To specify the file type of the imported file as DIF
	STEP 5:	PRESS:	**Y**	To proceed with the Import

A message indicates when importing is complete. *Please* returns to the Master Menu.

Now, when you scan the SALARIES database, the imported data from EMPLOYEE.DIF appears in the file.

Note: When importing a file, the maximum length for each field is 253.

Empty the Current Database

[F6] [F6]

Empty the Current Database erases all records, leaving the database structure, Output Plans, and Special Screen Formats intact. You should use this feature when you need to continue using the database, but wish to eliminate all records contained in it. For example, if you maintain data pertinent only to a fiscal year, you should empty the database at the end of each fiscal year, retaining the database structure, and begin again.

Caution: Following is the general procedure to **Empty the Current Database**. DO NOT empty any of the databases on the Sample Data Disk unless you do not want to use them again in the User's Guide examples.

How it works

STEP 1:	PRESS: **F6**	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS: **F6**	To begin the Empty process
STEP 3:	PRESS: **Y**	To verify that you want to **Empty the Current Database** of all records

Once the database is emptied, *Please* returns to the Master Menu.

Destroy the Current Database

F6 **F7**

Destroy the Current Database results in erasing the database structure as well as all records in the database. The database Output Plans or Special Screen Format are also deleted. Use this feature when you are sure that you never want to use the current database again.

Caution: Following is the procedure to **Destroy the Current Database**. DO NOT destroy any of the databases on your PAYROLL Sample Data Disk unless you do not want to use them again in the User's Guide examples.

STEP 1:   PRESS: **F6**   To access the *Please* Utilities Menu from the Master Menu

STEP 2:   PRESS: **F7**   To indicate your desire to **Destroy the Current Database** structure and all records

Look at the status line again to double-check that this is the database you want to destroy.

STEP 3:   PRESS: **Y**   To continue to **Destroy the Current Database**

To protect your database files from unauthorized destruction, assign a Level 3 password to the database when it is created or modified. (Passwords are discussed in Chapter 5.)

Design a Special Screen Format

F6 F8

If you would benefit by having data grouped on the screen in any particular way during Add/Change/Delete/Scan Records operations, you can **Design a Special Screen Format** suited to your needs. The *Please* Special Screen Format feature lets you create your own data entry screen by enabling you to:

■ specify where field data will appear on the screen
■ create headings to identify groups of related data
■ assign alternate field names to be substituted for the ones assigned when creating the database
■ distribute field data throughout up to nine screens

The Special Screen Format you design for a database is the layout used for all displays during Add/Change/Delete/Scan Records operations with that database. No other operations are affected by the Special Screen Format, and it does not alter the way data is actually stored in the database.

In the next set of steps, you create a Special Screen Format for the PAYROLL Sample Database. Information about each employee's location and start date is placed at the top of a first screen for quick reference; salary information is reserved for a second screen so that confidential data is not immediately displayed. When you're finished creating this Special Screen Format, the fields will be arranged as shown below.

```
Scr: 1 of 2 Database: PAYROLL  Desc: Payroll data for exempt employees   Dup: N

                    PAYROLL DATA FOR EXEMPT EMPLOYEE

1) NAME: Anderson, Pete M.

2) DEPARTMENT NO.: 200

3) DEPARTMENT PHONE: 2439

4) START DATE: 01/19/83    5) TERMINATED?: N




ENTER FIELD NUMBER TO CHANGE, OR PRESS ← : ▄▄
```

```
Scr: 2 of 2 Database: PAYROLL   Desc: Payroll data for exempt employees   Dup: N


                           CONFIDENTIAL DATA

                 6) GROSS PAY (MONTHLY): 1458.00

                    7) FEDERAL INCOME TAX: 183.8
                      8) FICA WITHHOLDING: 97.6
                      9) STATE INCOME TAX: 58.32

                           10) NET PAY:


ENTER FIELD NUMBER TO CHANGE, OR PRESS ← : ▄▄
```

Special Screen Format Design Requirements

You can alter your Special Screen Format at any time by deleting a field or heading and re-entering it in a new location. You can save time and effort when designing your own Special Screen Format, however, by using the grid provided in the back of this guide to plot the layout before actually building it on your computer.

Fields can be placed wherever room allows, and can be placed in any order you choose. The only restrictions are:

- The Key Field must be placed on the first screen
- You must place all current database fields. (To display a list of fields at any time in the design process, press F9. Fields which are not yet placed are indicated on the list by an asterisk.)

You can save a Special Screen Format at any time, even if you have not yet placed all of the fields on the screen, by pressing F8. You may want to do this if you are creating a complex Special Screen Format and cannot finish it all at once. When you come back later (choosing F8 from the Master Menu), the Special Screen Format will be exactly as you left it. Remember, however, that the Add/Change/Delete/Scan Records feature will not actually use the Special Screen Format until all fields are placed.

To **Design a Special Screen Format** for the **PAYROLL** Sample
Database, Choose **PAYROLL** as the Database to Use and follow
the steps below.

STEP 1:	PRESS: **F6**	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS: **F8**	To access the **Design a Special Screen Format** function
STEP 3:	PRESS: **F5**	To activate the **Place a Heading** function
STEP 4:	Position the cursor at ROW 4, COL 23	(Use the arrow keys to place the cursor, which appears as a large block near the center of the screen)
	PRESS: ←	To indicate the starting point of the heading. (The ROW and COLUMN location of the cursor is always indicated in the upper-left corner of the screen)
STEP 5:	TYPE: **PAYROLL DATA FOR EXEMPT EMPLOYEE**	
	PRESS: ←	To place the heading on the screen
STEP 6:	PRESS: **F3**	To activate the **Place a Field** function
STEP 7:	TYPE: **1**	To indicate the number of the field to be placed. REMEMBER: Press F9 to display a list of fields.
	PRESS: ←	
STEP 8:	Position the cursor at ROW 7, COL 1	To indicate the starting point of the field
	PRESS: ←	

STEP 9: PRESS: ↵   To retain the current field name
                       (Press F10 to see the current
                       field name)

STEP 10: PRESS: **F3**   To activate the **Place a Field**
                       function again

STEP 11: TYPE: **9**   To indicate that field 9 is to
         PRESS: ↵   be placed

STEP 12: Position the cursor   To indicate the starting point
         at ROW 11, COL 1.   of the field

STEP 13: TYPE: **DEPARTMENT NO.**

                       To indicate the desired
                       Substitute Field Name

         PRESS: ↵

STEP 14: Place the following fields as indicated:

	FIELD	ROW	COLUMN
10)	DEPARTMENT PHONE	14	1
2)	START DATE	17	1
3)	TERMINATED?	17	28

STEP 15: PRESS: **F2**   To move to the next special
                       format screen. Notice that the
                       upper-left corner of the screen
                       shows Screen 2.

STEP 16: Repeat the Place a Heading process (STEPS 3 through 5),
         this time placing, at ROW 6, COL 31, the heading
         CONFIDENTIAL DATA

STEP 17: Place the remaining fields, using substitute field
         names as indicated:

4)	GROSS PAY (MONTHLY)	9	24
5)	FEDERAL INCOME TAX	12	26
6)	FICA WITHHOLDING	14	28
7)	STATE INCOME TAX	16	28
8)	NET PAY	19	36

STEP 18: PRESS: **F8**   To save the Format

Destroy a Special Screen Format

F6 F8 F7

To destroy the entire Special Screen Format for a current database, follow the steps below.

How it works

STEP 1:	PRESS: **F6**	To access the Database Utilities Menu from the Master Menu
STEP 2:	PRESS: **F8**	To access the Special Screen Format function
STEP 3:	PRESS: **F7**	To destroy the Special Screen Format
STEP 4:	PRESS: **Y**	To continue the Destroy process

Index the Current Database

`F6` `F9`

Index the Current Database is the process of recreating database files in order by Key Field. The feature allows you to re-establish database order if your files become damaged or corrupt.

Caution: During the time that *Please* indexes your database, the data is subject to loss in the event of a power failure. Loss of data will also occur if you attempt to Escape or interrupt the indexing process. Always make back-up copies of your database IMMEDIATELY PRIOR to indexing.

To **Index the Current Database**, follow the steps below.

How it works

STEP 1: PRESS: **F6** To access the Database Utilities Menu from the Master Menu

STEP 2: PRESS: **F9** To access the **Index the Current Database** feature

STEP 3: PRESS: **Y** To proceed with the indexing

A message appears informing you of the indexing status. Once the indexing has concluded, *Please* verifies completion and displays the number of indexed records. Then, *Please* returns to the Master Menu.

Summing It Up

Now, take a look at what you've learned.

- The Database Utilities include:

   List the Database Structure
   Copy the Database Structure
   Modify the Database Structure
   Merge Databases
   Import a non-*Please* File
   Empty the Current Database
   Destroy the Current Database
   Design a Special Screen Format
   Index the Current Database

- All Database Utilities are performed for the current database.

- Copying a database structure does not include copying the data within the database or any Output Plans or Special Screen Format.

- Most modifications of a structure can occur only when the database is EMPTY.

- To use the complete set of modify options on a database that is NOT EMPTY, copy the structure, make the necessary modifications on the empty copy, then merge the data into the copied structure.

- The Merge Databases utility allows you to combine data from two different databases.

- In the merge process, the source database is the current database. The destination database is an existing database with some or all identical field names.

- Fields are merged to another database by recognizing identical field names.

- *Please* can import files from other software programs, such as word processing and spreadsheet programs.

- Acceptable imported files must be specified as one of four file types: CR/LF delimits fields, Commas delimit fields, Length delimits fields, or DIF.

- Emptying a database erases only records, leaving the structure intact.

- Database records cannot be recovered once they have been emptied.

- To destroy a database is to erase the structure as well as the database records.

- The Special Screen Format feature allows you to design a customized data entry screen. All fields must be placed on the Format for *Please* to use the Format for the entry screen.

- The Index a Database utility reconstructs database files. Records are rearranged in order of the Key Field.

- You should always make a back-up copy of the database before indexing.

Where To Go From Here

Chapter 5: Create a Database assists you in setting up your own databases. You learn to plan and implement a database structure, specify the information that can be stored, and protect the database with passwords. Everything you need to know about creating your own working database is found in the following pages.

5
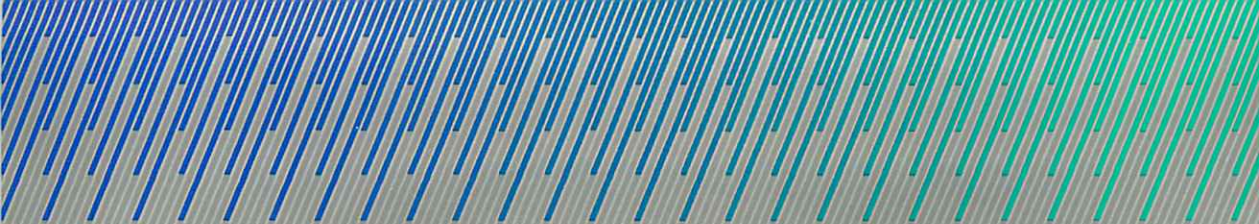
Create a Database

please™

Now that you have learned about the workings of a database
in Chapters 1 through 4, you are ready to create a database
structure of your own. In this chapter you learn to:

- Structure and implement a database suited to your data
  management needs

- Specify the kinds of information that can be entered into
  your database

- Assign passwords to your database to protect the informa-
  tion you store

Terms You Need to Know

Field
The primary unit of database structure; a named area, such as CITY, that can receive an entry in each database record.

Field Characteristics
User-supplied criteria that determine the type of information to be contained in a specific field.

Record
A collection of all field data for a single subject.

Default
A value, character, or set of characters entered automatically when ◄┘ is pressed.

Low Value
The lowest value that can be entered into a database field for which range values are specified.

High Value
The highest value that can be entered into a database field for which range values are specified.

Key Field
The field by which a database is ordered; the first field for any record.

Unique Key Field
A Key Field which allows only one record for any given Key Field entry.

Duplicate Key Field
A Key Field which allows multiple records for any Key Field entry.

Password
A word or series of symbols the user must enter to gain access to a database or to perform certain database operations.

Specifying Field Characteristics

The best database is one that most fully satisfies your data management needs. You'll want ready access to a variety of information, yet disks free of clutter. You'll want to keep data entry simple, with minimum chance of errors. And you'll want to maintain control over access to the information you store. The *Please* **Create a New Database** feature helps you meet those needs easily.

As a further aid to database structuring, a worksheet is included on page 5-4. (You should make copies for use with future databases.) To begin, write the name of your database (up to eight characters) at the top of the worksheet, and use the checklist on the following pages to guide you as you complete the worksheet, column by column. When finished, you'll be ready to implement a database that will serve you well from the start.

Database Worksheet

Database Name:_____

Description:_____

	Field Name	Type	Length	Req.	Default	Low Value	High Value
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

**Column One:
Field Name**

When using the database you are about to create, what kinds of information will you want to retrieve? Names, addresses, telephone numbers, payment due date, payroll data? Once you have determined the types of information you need, you can decide what fields you need. Identify their contents with Field Names.

Be sure to include only those fields of real value to your uses. If you need to retrieve payroll information, for example, decide what kinds of payroll information are needed (start date, pay grade, hourly wage, etc.). If you intend to access information about start date, include it as a field name on your database worksheet; if not, omit it. You can enter up to 99 fields per database, and can have up to 2000 characters per record. Try to allocate space only to useful information.

Field names can contain up to 20 characters. It is recommended that you enter field names using uppercase letters only (that is, CITY rather than City.) Uppercase entries are not required, but will help you remember the exact entry when using features that distinguish between upper and lower case.

**Column Two:
Type**

When entering information in the various fields you've just named, what will be the form of input? *Please* allows four field types:

- C, for Character Field, which can contain data composed of any characters on your system's keyboard.

- N, for Numeric Field, in which only numerals, decimal points, and an optional minus (–) sign are entered.

- I, for Indicator Field, in which only T or F (True/False) or Y or N (Yes/No) is entered.

- D, for Date Field, in which only month, day, and year in the form MMDDYY are entered. *Please* automatically inserts the slashes; 010184, for January 1, 1984, appears as 01/01/84 when the information is recalled.

**Column Three:
Length**

How much space should be allotted for entries within each field? Be sure to allow enough room for the longest entry you're likely to make. Character field entries can be as large as 999 keystrokes; numeric field entries can be up to 15 keystrokes (including a decimal point), with up to 9 decimal digits. You do not need to specify field length for indicator fields, as entries to them are always one character; similarly, date field entries are always six characters long.

**Column Four:
Required?**

Decide, for each field, whether data must always be entered for each new record. *Please* allows three options:

▣ **Y**, for Yes: The user must type information into this field for every record entered into the database.

▣ **N**, for No: The user has a choice of either typing information or placing the "default" value into this field. Default values are explained below for column five.

▣ **S**, for Skip: The user can never type information into this field, as data is entered only by Replacement Output Plans, Merging databases, or Importing. If S is specified, Default, Low, and High values are not used.

**Column Five:
Default**

Some fields will have the same data for a number of records. In such cases, you can simplify data entry by specifying a default value. If, for instance, you have the field STATE which will receive the entry GA in most cases, you should specify GA as the default. Then, whenever you enter a new record, simply press ◄┘ for the field STATE, and GA is entered automatically.

Default values can be specified only for fields where "Required" is **N**.

Column Six: **Low Value**	You can reduce data entry errors by specifying a low value, or minimum valid entry. For a field called HOURLY-WAGE, for instance, you might specify the legal minimum wage as the low value to prevent accidental entries below that level.
Column Seven: **High Value**	As with low value, specifying a high value can reduce data entry errors. If a field called AMOUNT-DUE will never have an entry of over $100.00 because that is the credit limit, specify 100.00 as the high value.
TODAY	An extremely useful feature of *Please* allows you to specify TODAY as a default, low value, or high value for Type D (Date) fields. If you use TODAY as a default, *Please* automatically enters the date you typed in when you turned on your computer. You can specify TODAY as a high value for fields in which future dates should never be entered, or as a low value for fields in which only today's date or future dates are entered.

Duplicate/Unique Key Field Values

In any *Please* database structure, the first field is the Key Field. Records are stored in the database according to data in the Key Field, the first field on your worksheet.

Please allows **duplicate** Key Field values, which means that several records can have the same data entered in the Key Field. This enables you, for example, to designate LAST-NAME as the Key Field and still store a number of records for people with the same last name. If you need a database that will not allow the storage of several records with identical Key Field contents, you can specify that all Key Field values be **unique**.

Each approach is suited to a particular kind of database. Allowing duplicate key contents is an advantage, for example, in a database used to produce mailing lists. Suppose you have a limited amount of information about each recipient, but always know the last name. You need to allow duplicate key contents so that you can specify the Key Field as LAST-NAME and enter a record for each Brown, Smith, Jones, etc. Had you specified the allowance of only unique keys for this database, your mailing list could include only one record per name, a severe limitation.

But for other applications, allowing only unique key contents offers the best advantage. If, for example, your database is used for payroll purposes, you should allow only unique Key Field contents and select a unique identifier such as FULL-NAME or SOCIAL-SECURITY-NO. as the key. This ensures that any entry into the database, such as a pay raise, always goes to the right employee.

Newly created databases automatically allow duplicate Key Field values. If you want to change to unique Key Field values, answer **N** to the prompt in STEP 19 during this chapter.

Conditions for Key Field Characteristics

Because of the Key Field's special function, the following conditions apply to the first field on your worksheet:

- If the Key Field is Type **C** (Character), the field length cannot exceed 43.

- If the Key Field is Type **N** (Numeric), only positive numbers should be entered in the field.

- You cannot specify **S** for Required; the Key Field cannot be skipped.

Review the first field on your worksheet; if any of the above conditions makes that field inappropriate for a Key Field, you should select another field as your key or redefine the Key Field characteristics. When your first field satisfies all the above conditions, you are ready to transfer data from your worksheet to the computer.

Create a New Database

F7

How it works

STEP 1: PRESS: **F7**   To activate the **Create a New Database** function from the Master Menu.

Your screen now looks like this:

```
Database:              Desc:                              Date: 02/27/84

                        CREATE A NEW DATABASE
               ================================================

        1) NAME: ▪▪▪▪▪▪▪▪
        2) DATABASE DISK DRIVE: _
        3) DESCRIPTION: ------------------------------------
```

and the cursor is positioned for you to enter the name of your database.

STEP 2: TYPE: [The   This name can have up to
               database   eight characters (letters or
               name]   numbers only: no spaces)
                                  and must not duplicate the
                                  name of any database on the
                                  disk which will hold it

         PRESS: ↵

STEP 3: PRESS: A, B, C,   To indicate the disk drive
               D, E, F,   that will hold your database
               G, H, or I

STEP 4: TYPE: [A short,   To serve as an extra
               meaningful   reminder of its contents
               description of
               your database]

         PRESS: ↵

When you have completed Step 4, the following prompt appears:

ENTER ITEM NUMBER TO CHANGE, OR PRESS ↵

STEP 5: TYPE: [The number of the item you wish to change]
         PRESS: ↵

         Re-enter the item
-or-
         PRESS: ↵ if you are satisfied with the entries you
                made

After completing Step 5, the following screen appears, and you can begin **Structuring the Database**.

```
Database: NAME    Drive: B Desc: [DESCRIPTION YOU ENTERED]          02/27/84

No. of fields:  0            DATABASE STRUCTURE        Database is EMPTY.
Record length:    0
          Field Name      Type Length Req  Default    Low Value   High Value
_____




_____
F1 Scan Lower        F3 Add a field       F5 Delete a field   F7 Desc/PWs/Dupkeys
F2 Scan Higher       F4 Re-do a field     F6 Insert a field   F8 Save Structure



PRESS FUNCTION KEY DESIRED:
```

Structuring the Database

The following steps tell you to TYPE data; these instructions refer to the data you put on your worksheet. Enter this data one field at a time, beginning with the Key Field. If you make a mistake while entering, you can simply backspace and retype the entry as long as the cursor is still on the same line. Other methods for correcting database structure are discussed later in this chapter.

Add a Field to the Structure

F3

STEP 6:	PRESS:	F3	To activate the **Add a Field** function
STEP 7:	TYPE:	[The name of the field] PRESS: ↵	To assign the field name of the field (Upper-case letters are recommended, but not required).
STEP 8:	PRESS:	C, N, I, or D.	To indicate the field type. (If you press D or I, STEP 9 is omitted; if you press N, you are prompted to specify the number of decimal digits)
STEP 9:	TYPE:	[The length of the field] PRESS: ↵	To indicate the number of characters that can be entered in this field
STEP 10:	TYPE:	Y, N, or S	To indicate whether data entry is required for this field

If you type **S** in STEP 10, STEPS 11 through 13 below are omitted;
if you type **Y**, STEP 11 is omitted.

STEP 11:	TYPE:	[The default for this field]	To indicate the default value for this field
	-or-		
	PRESS: ↵		To indicate there is no default
STEP 12:	TYPE:	[The low value for this field]	To indicate the lower limit for entry to this field
	PRESS: ↵		
	-or-		
	PRESS: ↵		To indicate there is no low range
STEP 13:	TYPE:	[The high range for this field]	To indicate the upper limit for entry to this field
	PRESS: ↵		
	-or-		
	PRESS: ↵		To indicate there is no high range

When you have entered all data for your first field, the following prompt appears:

PRESS FUNCTION KEY DESIRED

Repeat STEPS 6 through 13 for each of the remaining fields.

If you made an error while structuring your database and want to correct it now, you may adjust the structure with the following *Please* functions:

■ Press **F4** to **Re-do a Field** if you want to change any field's characteristics
■ Press **F6** to **Insert a New Field** in front of an already defined field
■ Press **F5** to **Delete a Field** already defined

If you have defined more fields than can be shown on one screen, press **F1** to **Scan Backward** or **F2** to **Scan Forward**. For details on the above functions, refer to Chapter 4: The Utilities.

When you have entered all data for all fields, you are ready to define passwords for your database and specify whether records with duplicate Key Field contents are to be allowed.

Passwords

You can protect stored information by assigning up to three password levels to your database. When a user chooses a protected database to use, he is prompted to enter his password. Once he has entered a proper password, he can perform all operations accessible to his password level.

If you do not define passwords, anyone using the database can access all features of *Please*.

If you assign passwords, access is restricted to users as follows:

Users with password level 1 or higher can
- select a database
- scan database records (but not add, change, or delete)
- produce a Quick List
- list the Directory of Output Plans
- modify or delete an Output Plan if PLMODIFY=1
- process an Output Plan if PLPROCESS=1
- list structure (but nothing else from the Utilities Menu)
- describe printers and communications
- exit *Please*

Only users with password level 2 or higher can
- change, add, and delete database records
- create an Output Plan
- modify or delete an Output Plan if PLMODIFY=2
- process an Output Plan if PLPROCESS=2
- empty the current database
- design or modify Special Screen Formats

Only users with password level 3 can
- copy a database structure
- modify a database structure (including passwords)
- merge databases
- index a database
- import a non-*Please* file
- destroy a database

If a user selects a feature not permitted by his password, an error message is displayed.

Defining Passwords/Allowing Duplicate Key Field Contents

[F7]

STEP 14:	PRESS:	**F7**	To activate the **Change Desc/PWs/Dupkeys** function
STEP 15:	PRESS:	←┘	To indicate you do not want to change the database description. You are then prompted to ENTER NEW PASSWORD LEVEL ONE
STEP 16:	TYPE:	[A password for level 1]	(Press the spacebar if passwords are not desired.) You are then prompted to
	PRESS:	←┘	ENTER NEW PASSWORD LEVEL TWO
STEP 17:	TYPE:	[A password for level 2]	(Press the spacebar if passwords are not desired.) You are then prompted to
	PRESS:	←┘	ENTER NEW PASSWORD LEVEL THREE
STEP 18:	TYPE:	[A password for level 3]	(Press the spacebar if passwords are not desired)
	PRESS:	←┘	

The following prompt then appears:

```
Duplicate keys ARE currently allowed.
ALLOW ENTRY OF RECORDS WITH DUPLICATE KEYS? (Y or N)
```

STEP 19: TYPE: **Y** or **N**   To specify whether records
                                         with duplicate Key Field values
                                         are to be allowed

Should you decide to change or delete any or all of the pass-
words, simply repeat STEPS 14 and 15. At STEP 16, you can do
one of three things:

- Enter a new password for level 1.
- Press the spacebar and press ◄─┘ to delete the current
  level 1 password, or
- Press ◄─┘ to retain the current level 1 password.

Continue with STEPS 17 and 18 for the two remaining pass-
word levels.

Save the Database Structure

F8

STEP 20: PRESS: **F8**   To **Save the Database Structure.**
After the database has been saved, the
following message is displayed:
Press ↵ to continue...

STEP 21: PRESS: ↵   To return to the Master Menu

**A note
about back-ups**

Now that you have created a database of your own that con-
tains valuable information, it is important that you make a prac-
tice of backing up your data on a regular basis. Following are
the general back-up procedures for:

- All databases on diskette
- All databases from fixed-disk to diskette
- A single database to another diskette

**Backing-up
diskette
to diskette**

To create a back-up copy of your data diskette, exit *Please* via
the Master Menu to the operating system. Then, copy the data
disk containing your database, Output Plans, and Special Screen
Formats to a blank formatted diskette, using the following DOS
system command:

DISKCOPY S: D:

(where:
S = the source drive containing the database diskette;
D = the destination drive where the database is to be copied.)

**Backing-up
fixed-disk
to diskette**

To back-up your database information from a fixed-drive to a blank formatted diskette, exit *Please* and type the following DOS command at the system prompt:

```
C > BACKUP *.* A:
```

(where:
C > = the fixed-disk drive; A: = the diskette drive.)

Multiple blank formatted diskettes may be required, depending on the amount of data on your fixed-disk. Have sufficient diskettes available before proceeding with the back-up.

To transfer data to the fixed-disk from the back-up copies, follow instructions in the DOS manual for using the Restore command.

Copying Databases from One Disk to Another

A utility program called DBCOPY is supplied on your *Please* Sample Data Disk. Use this program to copy any *Please* database from one disk to another. As this utility is separate from the *Please* program, you must exit *Please* to use DBCOPY.

After exiting *Please* via the Master Menu, insert the Sample Data Disk in drive A. At the A > prompt, begin the steps below.

STEP 1: TYPE: **DBCOPY**   To begin the copy process
           PRESS: ◄─┘

STEP 2: Remove the Sample Data Disk and insert the disk containing the database to copy in drive A

STEP 3: Insert the disk on which the copy will be made in drive B

STEP 4: PRESS: ◄─┘   To indicate that both disks are in place

STEP 5: TYPE: [The name
                of the
                database
                to copy]
           PRESS: ◄─┘

STEP 6: PRESS: **A**   To specify the disk drive containing the database to be copied

STEP 7: TYPE: [A name
                for the
                database
                copy]
           PRESS: ◄─┘

STEP 8: PRESS: **B**   To specify the disk drive where
                                the copy will be stored

STEP 9: PRESS: **Y**   To proceed with the copy
                                process

When the copy process is complete, a message is displayed, as
are instructions for completing the procedure.

If you receive an error message, refer to Appendix D for correc-
tive action.

Summing It Up

Now, quickly review what you've learned.

- You can define up to 99 fields for your database.

- *Please* accepts four field types: Character, Numeric, Indicator, and Date. You must specify Type for each field.

- Character field entries can be as large as 999 keystrokes; Numeric field entries can be as large as 15 keystrokes (including a decimal point and minus or plus sign), with up to 9 decimal digits. You must specify Length for Character and Numeric fields.

- You can assign High and Low values as criteria for valid entries.

- You can specify that data entry is Required, Not Required, or Skipped for each field.

- Default values can be assigned to fields where data entry is Not Required.

- Default, High, and Low values cannot be assigned to fields where data entry is Skipped; Default values cannot be assigned to fields where data entry is Required.

- If TODAY is the Default or the High or Low value, *Please* references the date you type in when turning on the computer.

- Field names cannot contain any blank spaces.

- The first field in any database is the Key Field, and has special conditions regarding its definition.

- You can define up to three passwords to control access to a database and *Please* functions.

- You should protect yourself from possible loss of information by making back-up copies of databases.

Where To Go From Here

If you find that the database just created is not exactly what you need, or if you discover an error and want to correct it, refer to Chapter 4: The Utilities for details on modifying a database structure. If, however, your database is suited to your needs, you are ready to use it and the full range of powerful capabilities offered by *Please* in your data management environment.
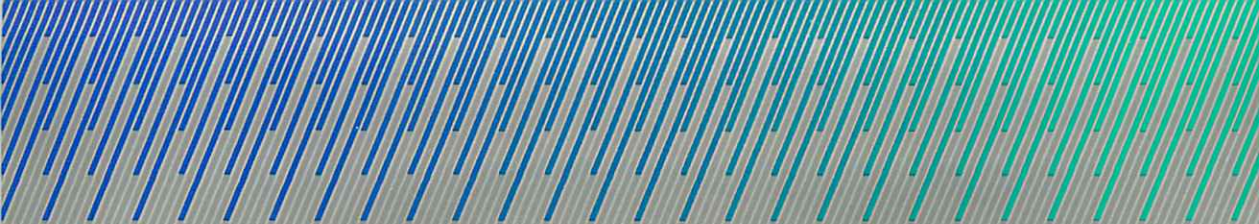
Appendices

please™

Appendix A
Configuring Your Printer and Your Smartmodem

Follow the instructions in **Ready, Set, Go!** to start up *Please*. To set up communications with your printer and your Smartmodem. PRESS F8 to Describe Printer(s)/Communications.

```
            PRINTER / COMMUNICATIONS SPECIFICATIONS

            ———————————  ASSIGNMENT  ———————————
Current Printer:
      1) TYPE: P
      2) NUMBER: 1
Current Communications (Modem):
      3) PORT:    (none)

            ——————————  DESCRIPTION  ——————————
Parallel Printer(s):
      4) INITIALIZATION SEQUENCE:
Serial Printer(s):
      5) SPEED: 300
      6) PARITY: N
      7) DATA BITS: 7
      8) STOP BITS: 1
      9) CTS TIME: 0
     10) DSR TIME: 0
     11)  CD TIME: 0
     12) SUPPRESS RTS: Y
     13) INITIALIZATION SEQUENCE:

ENTER ITEM NUMBER TO CHANGE, OR PRESS ←┘: —
```

Following are the items on the screen used to describe the characteristics of your printer and Smartmodem. To change an item, enter the item number, PRESS ←┘ , and enter the new value. When the change is made, PRESS ←┘ to enter the change and PRESS ←┘ again to return to the Master Menu.

Parallel Printers

OPTION	DESCRIPTION	VALUES

Current Printer:

1) TYPE:	Indicate that your printer is Parallel	P (Parallel)
2) NUMBER:	Designate the LPT (line printer) you want to use: LPT1, LPT2, or LPT3.	1, 2, or 3

Note: *Please* supports up to three parallel ports to connect one or more printers. Item 2), Number: designates which port to use.

Current Communications (Smartmodem):

3) PORT:	Indicate which communications port your Smartmodem occupies; COM1 or COM2. Enter a space for none.	1, 2, or (space)

Parallel Printer Initialization:

4) INITIALIZATION SEQUENCE (Optional)	Enter control codes as decimal values, separated by commas, on the initialization sequence line. Do not enter a space between numbers. The initialization sequence line is 27 spaces long.	Control codes for specific features can be found in your printer manual.
	Control codes are used to instruct your printer to perform special features such as bold type, double spacing, italics, etc.	Example: INITIALIZATION SEQUENCE: 27,52 (sample codes for Matrix italicized print)

Serial Printers

OPTION	DESCRIPTION	VALUES
Current Printer:		
1) TYPE:	Indicate that your printer is Serial	S (Serial)
2) NUMBER:	Specify the communications port used to connect the printer. (COM1 or COM2)	1 or 2

Current Communications (Smartmodem):

3) PORT:	Designate the communications port your Smartmodem occupies: COM1 or COM2. Enter a space for none.	1, 2, or none

Serial Printer Description:

Options 5-13 must match the way your serial printer is set up. Refer to your Printer Manual for specific required values.

5) SPEED:	Refers to the rate, in bits per second (bps), that data is transmitted from the computer to a serial printer.	75, 110, 150, 300, 600, 1200, 1800, 2400, 4800, 9600

6) PARITY: Refers to the one-character constant that specifies the parity for data transmission.

E, S, O, M, N

S = Space, indicating that the parity bit always appears as a space (0 bit).

O = Odd, indicating odd transmit parity and odd receive parity checking.

M = Mark, indicating that the parity bit is always transmitted and received as a mark (1 bit).

E = Even, indicating even transmission and parity checking are being received.

N = None, indicating that there is no transmit or receive parity checking.

7) DATA BITS: A constant indicating the number of transmit/receive data bits making up a character.

4, 5, 6, 7, 8

Note: If 8, then PARITY must be set to N. If 4, then PARITY must not be N.

8) STOP BITS: A constant indicating the number of stop bits between characters. If Field 7 is 4 or 5, a 2 here means 1½ stop bits.

1 or 2

9) CTS TIME: Stands for Clear To Send.   0 through 65535
Indicates the number of
milliseconds the system waits
for a signal from the printer
before returning a time-out
error. Entering 0 instructs the
computer to disregard option.

10) DSR TIME: Stands for Data Set Ready.   0 through 65535
Indicates the number of
milliseconds the system
should wait to signal a time-
out error. Entering 0 instructs
the computer to disregard
option.

11) CD TIME: Stands for Carrier Detect.   0 through 65535
Indicates the number of
milliseconds to wait for a
signal before returning a time-
out error. Entering 0 instructs
the computer to disregard
option.

12) SUPPRESS RTS: Stands for Request To Send.   Y or N
Valid values: Y = yes,
suppress RTS signal. N = no,
do not suppress signal;
activate RTS.

13) INITIALIZATION SEQUENCE:	Enter control codes on the initialization sequence line as decimal values, separated by commas. Do not enter a space between numbers. The initialization sequence line is 27 spaces long.	Consult your printer manual for specific control codes.
	Control codes are used to instruct your printer to perform special features, such as italics, bold facing, etc.	Example: INITIALIZATION SEQUENCE: 27, 73 (sample codes for Qume Underscore command)

If you press **Esc** at any time during the process of describing your printer or communications, changes are not recorded by *Please*. Otherwise, once you have completed the description, PRESS ↵ to store it.

Note: If a write-protect tab is on your Program diskette, changes in configuration cannot be made.
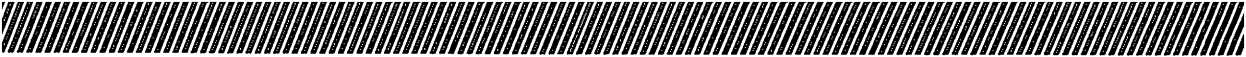
Changing Current Printer Description

If you have two or more printers connected to your computer. simply change items 1) TYPE: and 2) NUMBER: to instruct *Please* to output to a specific printer. Output continues to route to this printer until you change the description again.

Appendix B
Please File Specifications

Characteristic	Maximum Value
Databases per disk	999 or disk space
Records per database	16.000.000†
Fields per record	99
Characters per field	999
Characters per record	2,000
Digits per number	15
Decimal precision	9
Number of field types	4
Characters per field name	20
Characters per database name	8
Number keys (indices)	1

†Dependent on Key Field value and Key Field length.

File Names on Data Disk

PLEASE.DIR	contains the names of all databases on the disk
DB. DIC*	contains database structure
DB. DAT	contains database records
DB.I01	index file
DB.D00	data reclaim
DB.D01	index reclaim
DB.L00	Quick List work file
DB.Lnn	List Output Plan with ID = Lnn
DB.Fnn	Form Output Plan with ID = Fnn
DB.Rnn	Replacement Output Plan with ID = Rnn
DB.DIF	Export output of DIF type
DB.PRN	export output of any type except DIF
DB.SAV	printer output saved on disk
DB.SCN	hold special screen format
SORT.IN	sort work file
SORT.OT	sort work file

*DB is substituted with the name of the database to which it pertains or the current database.

File Names on Program Disk

PLEASEnn.EXE	Database programs
PLEASE.PRT	Printer configuration
PLEASE.MSG	Help/Error message file
PLEASE.EXE	Database program
BASRUN.EXE	System run-time program

Appendix C: The ASCII Character Chart

Decimal	Hex	ASCII	Keystrokes
0	00	NUL	Ctrl 2
1	01	SOH	Ctrl A
2	02	STX	Crtl B
3	03	ETX	Crtl C
4	04	EOT	Ctrl D
5	05	ENQ	Ctrl E
6	06	ACK	Ctrl F
7	07	BEL	Ctrl G
8	08	BS	Ctrl H Backspace Shift Backspace
9	09	HT	Ctrl I
10	0A	LF	Ctrl J, Ctrl
11	08	VT	Ctrl K
12	0C	FF	Ctrl L
13	0D	C	Ctrl M, Shift
14	0E	SO	Ctrl N
15	0F	SI	Ctrl O
16	10	DLE	Ctrl P
17	11	DC1	Ctrl Q
18	12	DC2	Ctrl R
19	13	DC3	Ctrl S
20	14	DC4	Ctrl T
21	15	NAK	Ctrl U
22	16	SYN	Ctrl V
23	17	ETB	Ctrl W
24	18	CAN	Ctrl X
25	19	EM	Ctrl Y
26	1A	SUB	Ctrl Z
27	1B	ESC	Ctrl | Esc, Shift, Esc, Ctrl Esc
28	1C	FS	Ctrl /
29	1D	GS	Ctrl]

Decimal	Hex	ASCII	Keystrokes
30	1E	RS	Ctrl 6
31	1F	US	Ctrl -
32	20	SP	Space Bar, Shift, Space, Ctrl Space, Alt Space
33	21	!	!
34	22	"	"
35	23	#	#
36	24	$	$
37	25	%	%
38	26	&	&
39	27	'	'
40	28	(	(
41	29	)	)
42	2A	*	*
43	2B	+	+
44	2C	'	'
45	2D	-	-
46	2E	.	.
47	2F	/	/
48	30	0	0
49	31	1	1
50	32	2	2
51	33	3	3
52	34	4	4
53	35	5	5
54	36	6	6
55	37	7	7
56	38	8	8
57	39	9	9
58	3A	:	:
59	3B	:	:
60	3C	<	<

Decimal	Hex	ASCII	Keystrokes
61	3D	=	=
62	3E	>	>
63	3F	?	?
64	40	@	@
65	41	A	A
66	42	B	B
67	43	C	C
68	44	D	D
69	45	E	E
70	46	F	F
71	47	G	G
72	48	H	H
73	49	I	I
74	4A	J	J
75	4B	K	K
76	4C	L	L
77	4D	M	M
78	4E	N	N
79	4F	O	O
80	50	P	P
81	51	Q	Q
82	52	R	R
83	53	S	S
84	54	T	T
85	55	U	U
86	56	V	V
87	57	W	W
88	58	X	X
89	59	Y	Y
90	5A	Z	Z
91	5B	[	[
92	5C	\	\
93	5D	]	]

Decimal	Hex	ASCII	Keystrokes
94	5E	<	<
95	5F	—	—
96	60	'	'
97	61	a	a
98	62	b	b
99	63	c	c
100	64	d	d
101	65	e	e
102	66	f	f
193	67	g	g
104	68	h	h
105	69	i	i
106	6A	j	j
107	6B	k	k
108	6C	l	l
109	6D	m	m
110	6E	n	n
111	6F	o	o
112	70	p	p
113	71	q	q
114	72	r	r
115	73	s	s
116	74	t	t
117	75	u	u
118	76	v	v
119	77	w	w
120	78	x	x
121	79	y	y
122	7A	z	z
123	7B	{	{
124	7c	|	|
125	7D	}	}
126	7E	~	~
127	7F	DEL	Ctrl-

Appendix D
Error Messages and Corrective Action

Note: Error messages are printed exactly as displayed on the screen. An ellipsis (...) represents a portion of the message inserted by *Please* when the error occurs.

A DISK ERROR HAS OCCURRED WHILE READING OR WRITING, OR DISK IS NOT AVAILABLE

Check to see that:

■ you entered the proper letter (A through I) in specifying the data disk drive
■ the data disk is properly inserted in the specified drive
■ the data disk is properly formatted and has available space
■ the write protect tab has been removed from the data disk

If all the above conditions are satisfied, the disk in the specified drive may have become damaged; remove the disk, insert your backup disk, and try again.

A FORMULA IS NOT CURRENTLY AVAILABLE TO CALCULATE VALUE. USE F8 TO ENTER ONE.

Press **F8** from the sub-menu at the bottom of the screen to enter a CALC formula. (See Chapter 2 for details on CALC.)

A NUMERIC VALUE IS REQUIRED FOR THE SELECT VALUE

The SELECT field is numeric; enter a numeric SELECT value. (Press **F9** to display the fields and their types.)

AT LEAST ONE FIELD MUST BE SPECIFIED FOR OUTPUT

Enter one or more fields to appear in the Output Plan.

BRACKETS MUST SURROUND FIELD NUMBER. EXAMPLE: [2]

Enter a field number enclosed in brackets, as shown in the error
message.

. . . CANNOT BE CREATED AS DEFINED -- INSUFFICIENT DISK SPACE AVAILABLE

Remove the full data disk and insert one that has more disk
space available.

CANNOT CALCULATE FORMULA. DATA THAT IS NEEDED IS MISSING OR NOT SUITABLE.

Re-enter the CALC formula, making sure it is in the following
format:

$$[Fld\#] \text{ operator} [Fld\#]$$
$$\text{or} \qquad \text{or}$$
$$\text{Value} \qquad \text{Value}$$

For example, a CALC formula which yields ten percent of Field
6 would be entered as [6]*.10

CANNOT CALCULATE VALUE. INCORRECT OPERATOR, NON-NUMERIC DATA OR DIVIDING BY 0

Check to see that:

⊡ a correct operator (+, −, *, or /) is used
⊡ if a field is used in the calculation, it is a Numeric field
   (calculations are made only on Numeric fields)
⊡ the divisor is greater than zero

COLUMN NUMBER ENTERED MUST BE GREATER THAN ZERO AND LESS THAN . . .

Enter a column number greater than zero and less than or equal
to the total number of columns on the form.

DATA DISK IS FULL. YOUR REQUEST IS BEING CANCELLED.

Remove the full disk and replace it with one that has available space, and begin the process again.

DATA DISK IS WRITE PROTECTED. REMOVE THE WRITE PROTECT TAB, THEN PRESS ←⏎.

Action: Remove the write protect tab to continue using the data disk.

DATA ENTERED IS NOT ACCEPTABLE. RE-ENTER OR PRESS F10 FOR HELP.

Re-enter the requested information.

DATA ENTERED IS NOT WITHIN ALLOWABLE RANGE

Re-enter the requested data. Press **F10** or consult the User's Guide for acceptable data.

DATA ENTRY IS NOT ALLOWED FOR ITEM . . .

This field is defined as a Skip field, and cannot receive an entry during this operation. If you need the capability to enter data to this field, change the REQ characteristic for this field (see Chapter 5).

DATA MUST BE ENTERED

You cannot skip this entry by pressing ←⏎; you must enter data.

. . . DATABASE ALREADY EXISTS ON THIS DRIVE

You have three options: You may enter another name for this database, remove the data diskette and insert another, or specify a different disk drive.

DATABASE CANNOT BE FOUND ON SPECIFIED DISK DRIVE

Check to see that:

- the correct data disk is in the specified drive
- you have specified the correct drive

DATABASE CONTAINS NO RECORDS

The database is empty. This is an informational message only: you must add records before scanning.

DATABASE HAS BEEN. . . .

This is an informational message only.

DATE MUST BE SIX NUMBERS AS MMDDYY (MM=MONTH, DD=DAY, YY=YEAR)

Enter a valid date in the format specified: do not enter /'s.

DEFINED FIELDS ARE REFERENCED, BUT ARE WRONG TYPE OR DO NOT EXIST. CHECK THEM.

You have either erased a defined field for this plan or have changed its type (Computed versus Constant). Either add/correct the Define field or remove all references to it in this plan.

DRIVE MUST BE A LETTER (A-I)

Enter A, B, C, D, E, F, G, H, or I to specify the drive containing the desired database.

EITHER NO RECORDS WERE SELECTED, OR NO RECORDS ARE TO BE OUTPUT

Your SELECT criteria are defined such that no records were selected.

ENTER A NUMBER, [SPACES], OR A FIELD NUMBER ENCLOSED IN BRACKETS: [nnn]

You must enter one of the items specified in the error message; these are the only acceptable forms of entry.

ENTER A VALID COMMAND. USE THE COMMAND 'END' IF THERE ARE NO MORE COMMAND LINES

You must enter **END** before pressing ⏎ to terminate the Quick List definition.

ENTER A VALID DATE, TODAY, [SPACES], OR A FIELD NUMBER IN BRACKETS [nnn]

Enter one of the following:

- a valid date, in the form MMDDYY
- **TODAY**, to signify the current date
- [SPACES]
- a Field Number enclosed in brackets, such as [6]

ENTER A VALID FIELD NUMBER FOLLOWED BY A=ASCENDING OR D=DESCENDING (e.g. 2A)

Enter a Field Number to sort the records on and indicate the order of output (ascending or descending) in the format specified. (Press **F9** to display valid field numbers.)

ENTER 'ANY' OR 'ALL' FOR SELECT LOGIC

Enter **ANY** to select records meeting any one or more of the SELECT criteria statements; enter **ALL** to select only records which meet all the SELECT criteria.

ESC PRESSED - OUTPUT CANCELLED BY USER

Processing of the Output Plan is discontinued. Reprocess the Plan or make another selection from the Master Menu.

FIELD 1 (THE KEY FIELD) LENGTH MUST BE LESS THAN 44, AND REQ CANNOT BE 'S'

Enter a Key Field length of less than 44 characters and specify the REQ value as **Y** or **N**. (If your chosen Key Field cannot meet these criteria, select another field as your Key.)

FIELD CANNOT BE REMOVED SINCE IT HAS NOT BEEN PLACED ON A SCREEN

You have entered the Field Number of an unplaced field; enter the number of the field you intended to remove.

FIELD HAS ALREADY BEEN PLACED ON SCREEN . . .

Press **F9** to display a list of fields; unplaced fields are identified by an asterisk. Choose a field that has not been placed on any screen, or delete the field you tried to place and replace it in the desired position.

FIELD IS NOT ON THIS SCREEN. PRESS F1 OR F2 TO VIEW OTHER SCREENS

Press **F1** to view the previous screen or **F2** to view the next screen until you display the screen containing this field, and proceed with the operation.

FIELD LENGTH IS TOO LARGE FOR NUMERIC TYPE (MAXIMUM 15)

Enter a number from 1 to 15 to specify the field length for this numeric field.

FIELD LENGTH IS TOO SMALL FOR . . . DECIMAL PLACES

When specifying field length, enter a number greater than the number of digits you are allowing to the right of the decimal point. If, for example, **N/9** appears under the heading **Type** for this field, you must specify a field length of at least 10.

FIELD LENGTH MUST BE FROM 1 TO 999

The Field Length of a Character type field cannot be less than 1 or greater than 999. Enter a number in this range.

FIELD MUST BE CHARACTER OR NUMERIC TYPE TO DIAL TELEPHONE

Enter the Field Number of a character or numeric field that contains the desired telephone number.

FIELD NAME CANNOT CONTAIN ANY SPACES AND MUST CONTAIN AT LEAST ONE CHARACTER

Enter at least one character to specify the Field Name; separate words with hyphens (or other characters) rather than spaces.

FIELD NUMBER 1 (THE KEY FIELD) MUST BE PLACED ON SCREEN NUMBER ONE (1).

Place Field Number 1 on the first screen of the Special Screen Format.

FIELD NUMBER ENCLOSED IN BRACKETS [nnn], OR CHARACTERS IN APOSTROPHES IS NEEDED

If entering a field number, enclose in brackets (e.g., [6]); if entering characters to appear as output, surround with apostrophes (e.g., '$').

FIELD NUMBER IS NOT CORRECT. PRESS F9 TO DISPLAY THE AVAILABLE FIELDS.

Enter one of the available field numbers displayed when F9 is pressed.

FIELD NUMBER MUST BE 2 TO . . .

Enter a valid field number greater than or equal to 2 and less than or equal to the number specified in the message.

FIELD NUMBER SPECIFIED MUST HAVE A NUMERIC FIELD TYPE

Enter the field number of a Numeric field. Press **F9** to see field types.

FIELD NUMBER [nnn] OR A NUMERIC VALUE IS REQUIRED

Enter either a field number enclosed in brackets (e.g., [6]) or a numeric value.

FIELD WILL NOT FIT HERE. PLACE ELSEWHERE OR USE ANOTHER SCREEN.

Place the field in a position on this screen where adequate space exists, or press **F1** or **F2** to move to another screen where the field can be placed.

FIELDS USED IN A SELECT MUST BE THE SAME FIELD TYPE

You have attempted to compare two fields of different types in a SELECT line by using a Relational operator. Both fields must be of the same type. Press **F9** to see field types.

. . . FILE CANNOT BE FOUND OR IS UNREADABLE

Check to see that:

- ▣ you have entered the proper file name
- ▣ the correct drive is specified
- ▣ the proper data disk is inserted in the drive
- ▣ the specified drive is operating properly
- ▣ the diskette is not damaged

If all the above conditions are satisfied, consult your computer operations manual for correct disk drive settings, and make sure your drives are set properly.

HEADING DOES NOT EXIST ON THIS SCREEN

You have requested to Remove a Heading from this screen, yet have not identified one to remove. This is an informational message only.

HIGH VALUE MUST BE EQUAL TO OR GREATER THAN LOW VALUE

Enter a high value that is greater than or equal to the low value defined for this field.

IMPORT FILE IS NOT STANDARD DIF FORMAT OR HAS INSUFFICIENT NUMBER OF VECTORS

You may have incorrectly specified the import file as DIF format. If your import file is correctly specified as DIF format, *Please* is unable to read the DIF file because it does not adhere to the acceptable DIF standard.

IMPORT RECORD HAS INVALID DATA IN ONE OR MORE FIELDS. DROPPING THIS RECORD.

One or more fields in an imported record contain bad data (for example, letters in a Numeric field or an invalid date in a Date field). The entire record is rejected, and is not imported to the current database.

IMPORT RECORD HAS KEY VALUE THAT ALREADY EXISTS IN DATABASE. DROPPING RECORD.

This is an informational message only.

IMPORT RECORD HAS UNMATCHED QUOTATION MARKS. DROPPING THIS RECORD.

Review the construction of the file being imported; either the file was not properly formatted when created, or the file type was incorrectly specified.

IMPORT RECORD MISSING FIELDS. DROPPING THIS RECORD. IMPORT IS CONTINUING.

The imported file must contain the same fields as the database structure it is imported to. Otherwise. the record is not imported. Check to see that you have indicated the correct import file and that the database structure matches the imported file fields.

INCORRECT COMMAND. USE: TITLE, SELECT, SORT, OUTPUT, OR END FOLLOWED BY 1 SPACE

Type one of the indicated commands. followed by a blank space (e.g.. **TITLE PAYROLL**).

INFORMATION CANNOT BE . . . RE-INDEX DATABASE USING F9 ON UTILITIES MENU.

The database index structure may be corrupted; try re-indexing the database. Also check to see that your data disk is not full.

INIT SEQUENCE MUST BE A SERIES OF NUMERIC VALUES (0-255), SEPARATED BY COMMAS

Enter the Initialization sequence in the format **nn, nnn. nn** where n's are numerals. The sequence of numeric values must be separated by commas and cannot contain spaces. (Consult your printer manual for special print control codes.)

INVALID DATE.   SHOULD BE MMDDYY, WHERE MM=01-12, DD=01-31 AND YY=00-99

Enter a valid date in the format MMDDYY, where:

- MM stands for the month: 01 (January) through 12 (December)
- DD stands for the day of the month: 01 through 31
- YY stands for the last two digits of the year: 00 through 99

Please rejects invalid dates (93184, 022983, 023084, etc.).

ITEMS 2-16 ARE AVAILABLE ONLY FOR LIST PLANS

Only Item 1 (SORT) is available for this Plan type.

LENGTH MUST BE GREATER THAN 6 LINES

Enter a number greater than 6 to specify the page length of the Output page.

LINE NUMBER ENTERED MUST BE GREATER THAN ZERO AND LESS THAN . . .

Enter a line number greater than zero and less than the number of lines specified in the message.

*** LISTING HAS BEEN CANCELLED BY USER ***

If you pressed **Esc** by mistake, repeat the requested procedure. Otherwise, choose another feature from the Master Menu. This is an informational message only.

MUST BE EQUAL TO OR GREATER THAN . . .

Enter data that is greater than or equal to the low value for this field, as defined in the database structure.

MUST BE EQUAL TO OR LESS THAN . . .

Enter data that is less than or equal to the High Value for this field, as defined in the database structure.

MUST BE EXACTLY . . . DIGITS TO THE RIGHT OF THE DECIMAL POINT

Enter a numeral with the specified number of digits to the right
of the decimal point (add 0's if necessary).

MUST ENTER 'AND', 'OR' or SPACES HERE

Only the words AND and OR are allowed as connectors of
complex SELECTS (multiple tests on one SELECT line). Enter
a space and press ⏎ if no more tests are necessary for this
SELECT line.

MUST REPLACE WITH A FIELD OF THE SAME TYPE. PRESS F9 TO DISPLAY THE FIELDS.

Replace the existing field contents with the contents of a field
with the same Type. The list displayed by pressing **F9** includes
information on field type.

NAME MUST BE COMPOSED OF LETTERS AND NUMBERS ONLY

Substitute a letter or number for any other type of symbol in
this entry.

NEED ONE SPACE FOLLOWING THE FIELD NAME. EXAMPLE: SELECT AGE E 30

Enter a space between the Output Command and the Field
Name (as between SELECT and AGE in the error message).

NO COMMUNICATIONS PORT IS CURRENTLY ASSIGNED. USE F8 ON MASTER MENU TO ASSIGN.

Press **F8** at the Master Menu to access the DESCRIBE
PRINTER(S)/COMM. screen. Assign your modem to COM1 or
COM2. as appropriate. The communications port must be
defined in order to DIAL the telephone.

NO DATABASES ARE LOCATED ON DRIVE . . .

Insert another data disk in this drive, or specify another drive as appropriate, and retry **F1**.

NO FIELDS ARE CURRENTLY DEFINED

Define one or more fields for the database, then proceed with the operation.

NO INFORMATION EXISTS WITH A **HIGHER** KEY VALUE

Press **F1** to scan Backward through the database to display records with a lower Key Field value, or press **Esc** to return to the Master Menu.

NO INFORMATION EXISTS WITH A LOWER KEY VALUE

Press **F2** to scan Forward through the database to display records with a higher Key Field value, or press **Esc** to return to the Master Menu.

NOTE: ANY EXISTING OUTPUT PLANS OR SPECIAL INPUT SCREENS WILL BE DESTROYED.

The modifications you have made to the database structure make the above action necessary. To proceed with saving the structure, press ◄┘ . Any Output Plans or Special Screen Format must be redesigned.

NUMBER ENTERED IS TOO LARGE TO FIT INTO FIELD

Enter a number that fits the defined field length and number of decimal places.

NUMBER IS TOO LARGE, OR TOO MANY DECIMAL PLACES TO FIT INTO REPLACED FIELD

You are attempting to replace the contents of a Numeric field with a number that is too large or has too many digits to the right of the decimal point. Re-enter a smaller number.

NUMERIC DATA MUST BE ENTERED

- If you are making an entry to a Numeric Field, enter only numerals, a decimal point, and a plus (+) or minus (−) sign
- If you are responding to a prompt, enter a numeral

ONLY OPERATORS S, NS, T, NT, F, OR NF ARE ALLOWED FOR INDICATOR (I) TYPE FIELDS

Enter one of the following operators for this Indicator Field:

S (= spaces)	NS (= no spaces)
T (= true)	NT (= not true)
F (= false)	NF (= not false)

OPERATOR MUST BE +, -, *, /, or AV

Enter one of these arithmetic operators:

+	to add	−	to subtract
*	to multiply	/	to divide
AV	to average		

OPERATOR MUST BE FOLLOWED BY A SPACE, OR THE SELECT VALUE IS MISSING

Enter the SELECT statement with a space following the operator (e.g., **SELECT [4] E Magnolia**). Make sure a value is also entered (such as Magnolia in the above example).

OPERATOR NOT ALLOWED WITH THIS TYPE OF FIELD

Use a relational operator different from the one you entered.

OPERATOR SPECIFIED IS NOT CORRECT, OR IS NOT PRECEDED AND FOLLOWED BY SPACES

Enter a valid operator, preceded and followed by a blank space (e.g., **SELECT AGE E 30**).

Enter one of the following operators:

C (= contains)
B (= begins with)
L (= less than)
S (= is spaces)
E (= equals)
G (= greater than)
N (= negates any of the above; i.e., NE = does not equal)

Choose another password and enter it, or enter a space and press ◄─┘ to clear the password.

Your password level does not allow you to perform this activity. This is an informational message only.

You have entered an invalid password; enter a valid password or press **Esc** to return to the Master Menu.

Choose another ID for this Output Plan.

List a Directory of Output Plans for the current database. If the Output Plan specified is not in the list, it may have been designed for another database. Either choose the appropriate database and process the Output Plan, or choose an Output Plan designed for the current database.

Enter an Output Plan ID in the format shown in the message. where:

- L identifies a List Output Plan
- F identifies a Form Output Plan
- E identifies an Export Output Plan
- R identifies a Replacement Output Plan

The requested field name is not in this database. Press **F9** to see a window of defined fields for the current database, and enter a valid field name. Field names must be entered exactly as defined in the structure, including upper and lower case letters.

At the Master Menu, press **F8** to access the DESCRIBE PRINTER(s)/COMM. screen. Fill in the description and port assignment of your printer. (See Appendix A: Configuring Your Printer and Your Smartmodem.)

Ready your printer (turn it on, check paper, etc.).

The printer is not receiving characters to print. Make sure it is turned on, cable connected, on-line, and has paper. Press ◄─┘ when ready to continue printing.

If you accidentally pressed **Esc**, repeat the process; otherwise, make another selection from the Master Menu. This is an informational message only.

RECORD ALREADY EXISTS WITH KEY VALUE . . .

Enter another Key Field value or modify the database to accept duplicate Key Field data. (See Chapter 5 for details on duplicate Keys.)

RECORD SIZE DEFINED EXCEEDS MAXIMUM OF 2000 CHARACTERS . . . .

Shorten some field lengths (use **F4**) so as not to exceed a total record length of 2000 characters, or remove some fields (use **F6**).

SCAN CANCELLED BY OPERATOR

This is an informational message only, indicating that you pressed **Esc** while Scanning the database. Press **F1** or **F2** if you want to resume Scanning.

SELECTED RECORDS MUST EITHER HAVE AT LEAST ONE FIELD REPLACED OR BE DELETED

Select at least one field to be replaced or specify that all records selected are to be deleted.

SUBTOTAL OR TOTAL ONLY ALLOWED ON NUMERIC TYPE FIELDS

Enter the Field Number of a numeric field to subtotal or total.

THE DESTINATION DATABASE KEY FIELD NAME DOES NOT EXIST IN THE SOURCE DATABASE

To merge databases, the Key Field name in the Destination database must exist as a field in the source database. Modify the Key Field name in the destination database to match a field name in the source database. (See Chapter 4 for details on modifying a Key Field name.)

THIS FIELD IS ALREADY BEING REPLACED

Enter the number of another field to be replaced, or press ⏎

TO CHANGE KEY FIELD YOU MUST ESCAPE, THEN RE-ENTER THE INFORMATION

Change other fields as needed, and press ⏎ . Once the record has been added, recall the record; from this point, you may change the Key Field. (If you press **Esc** immediately, you lose all data entered for this record.)

TO PLACE THE REMAINING FIELDS ON A SCREEN, YOU MUST FIRST REMOVE SOME HEADINGS

The fields and headings do not all fit the screen. Either remove enough headings to allow placement, or press **F1** or **F2** to display a screen with sufficient space to allow placement.

TOO MANY DIGITS TO THE RIGHT OF THE DECIMAL POINT. MAXIMUM IS NINE (9).

Define a numeric value with 9 or fewer digits to the right of the decimal point.

TOO MANY FIELDS SPECIFIED FOR OUTPUT. UP TO 99 CAN BE OUTPUT USING QUICK LIST

You can specify no more than 99 fields to be output (listed) using Quick List. If you need to list more, you can use a List Output Plan to output up to 136 fields.

TOO MANY OUTPUT FIELD NAMES ON ONE LINE. USE MULTIPLE OUTPUT COMMAND LINES.

Instead of entering many field names on one OUTPUT command line, use several OUTPUT command lines with a few fields on each line.

UNABLE TO CHANGE KEY VALUE BECAUSE DISK IS FULL

Copy the database to another diskette and start the operation again.

UNABLE TO DIAL TELEPHONE NUMBER. EXPECTING MODEM ON COM .

Check to see that your modem is connected to the specified communications port. To change the COM port assignment. press **F8** from the Master Menu to access the DESCRIBE PRINTER(s)/COMM screen. Change the COM port assignment on line 3 to match your modem setup. (See Appendix A: Configuring Your Printer and Your Smartmodem.)

UNABLE TO READ REQUIRED PROGRAM FROM DISK. CHANGE PROGRAM DISK, THEN RETRY

Make sure the program disk contains the program files listed in Appendix B. If any are missing. make another copy from your program backup disk. Do not remove the Program Disk from its drive during the use of *Please*.

UNABLE TO SAVE PLAN . . . BECAUSE DISK IS FULL OR NOT AVAILBALE

Make sure the data disk is properly inserted. If so. the disk is full, and no more plans can be defined.

UNABLE TO WRITE OR INSUFFICIENT ROOM ON DISK TO . . . DATABASE. CHANGE DISK.

Remove the existing data diskette; insert another in its place and press ⏎ .

UNABLE TO WRITE TO DISK OR INSUFFICIENT ROOM ON DISK TO SAVE. CHANGES NOT SAVED

This occurs when attempting to save a database that has been modified, and signifies that modification cannot be made. Move the database to a diskette with ample space or erase unwanted files on the diskette and retry modification.

VALUE MUST BE Y,N,T or F

Enter Y (Yes), N (No), T (True), or F (False), the only valid entries to an Indicator Field.

VALUE MUST BE A VALID DATE (AS MMDDYY) OR THE WORD: TODAY

Enter any valid date in the format MMDDYY; or, enter **TODAY** to specify the date entered when you turned on your computer.

WIDTH MUST BE GREATER THAN 30 AND LESS THAN 241

Enter a number between 30 and 241 to specify the width (in columns) of the page size.

Y=REQUIRED, N=NOT REQUIRED (DEFAULT ALLOWED), S=SKIP (ENTRY NEVER ALLOWED)

Enter Y, N, or S, where:

Y = Yes, data entry is always required.
N = No, data entry is not required.
S = Skip, data is never entered in this field.

YOU ALREADY HAVE 99 FIELDS DEFINED. THIS IS THE MAXIMUM ALLOWED

Re-evaluate your choice of fields; delete any that are unnecessary, or any that could be DEFINE fields. (See Chapter 3 for details on DEFINE fields.)

YOU CANNOT ENTER A CALCULATED RESULT INTO A NON-NUMERIC FIELD TYPE

Specify that the calculated result is to be entered in a numeric field. Press **F9** to display fields and their types.

YOU CANNOT ESC WHILE REPLACEMENT PLAN IS IN PROGRESS

Wait until the Replacement Output Plan is completely processed. Then make another selection from the Master Menu.

YOU CANNOT PLACE A FIELD OR HEADING ON TOP OF AN EXISTING ONE

Place the field or heading elsewhere on this screen. or press **F1** or **F2** to move to a screen that has room for the field.

YOU CANNOT USE A DEFINED FIELD THAT IS A LITERAL CONSTANT HERE

Specify. as your field to test. either a field in the database structure or a defined Calculated field.

YOU HAVE ALREADY PLACED 25 HEADINGS. NO MORE HEADINGS CAN BE PLACED.

Review the headings you have already placed. and omit any that are unnecessary.

YOU MAY HAVE ONLY 9 SPECIAL INPUT FORMAT SCREENS

Place your data on any of screens 1 through 9.

YOU MUST CHOOSE OR CREATE A DATABASE BEFORE SELECTING THIS OPTION

Press **F1** to **Choose a Database to Use** or press **F7** to **Create a New Database**. You must do one of these two things before selecting this option.

Enter the SELECT statement in the format described (e.g., **SELECT AGE E 30**). Exactly one space is required.

- Press **D** to display data on your screen
- Press **P** to print the data
- Press **S** to save the data on your disk
- Press **Esc** to cancel and return to the Master Menu

Enter a higher level password when choosing this database in order to access this option. In general, access is distributed among password levels as follows:

Level 1 Password — View only
Level 2 Password — Add, change, delete, scan records only
Level 3 Password — Full control of database options

If you have not been given a password level higher than the one you entered, you cannot use this option.

You have entered a Level 1 password, which allows you to view records. You must enter a Level 2 or Level 3 password to add, change, or delete information.

Run a PLAN directory to see the password level required to process this plan. Your password must be at or above this level.

Appendix E
Importing and Exporting Files Between Programs

Please easily transfers data to and from other programs using the Import and Export features. Following are the Methods and File Types used to transfer files between *Please* and some popular software programs. It is important that *Please* field lengths are designed to accommodate imported field data.

Spreadsheets

Lotus 1-2-3™

1-2-3 is spreadsheet software that stores data in columns and rows. Columns correspond to *Please* fields. Rows from the spreadsheet represent complete records of information in a *Please* database.

Its Translate Utility enables 1-2-3 to read *Please* DIF files by changing them into WKS (worksheet) files. The Translate Utility is accessed from the Lotus Access System Menu on the 1-2-3 Utility Disk. DIF to WKS is a translation option.

The reverse translation procedure is used to send the WKS file back to *Please*. When the WKS file is translated to a DIF file, *Please* can import it.

Export

METHOD	QUOTES	TRIM
4	—	—

Import

FILE TYPE
4

VisiCalc™

VisiCalc is spreadsheet software that is typically used to store numeric data in columns and rows. Each column represents a field in the *Please* database. Columnar data is imported into corresponding fields of the *Please* database. Each row of data in the spreadsheet represents a *Please* record.

VisiCalc reads DIF files. Therefore, *Please* exports and imports files to and from VisiCalc using DIF.

Export

METHOD	QUOTES	TRIM
4	—	—

Import

FILE TYPE
4

Databases

Please™

Databases created with *Please* are imported and exported freely using any of the four File Types and Methods. The same Method and File Type must be used by sender and receiver to complete one Export/Import transaction.

All or selected portions of database information are easily transferred among users of *Please*. Suppose, for example, that a regional sales office wants to export monthly sales figures to the home office database. Using data communications software such as Smartcom II™ the regional data is exported directly to the home office. The home office then imports the data into the master sales database.

Export

METHOD	QUOTES	TRIM
3	—	—

Import

FILE TYPE
3

EasyFiler™

EasyFiler is a database software package designed for the IBM Personal Computer. Records from an EasyFiler database can be extracted into a Basic file by following instructions on **Adding Extracted Records to Basic File** in the EasyFiler Manual. Choose number 6 for "Basic File" when specifying the **Output type**. *Please* can read most Basic files, which results in a smooth import of data from EasyFiler.

Fields are not trimmed of leading or trailing spaces when imported from EasyFiler, so it is important that the *Please* field lengths accommodate the incoming fields.

Import

FILE TYPE
1

dBASE II®

Database files created with dBASE II are easily imported to *Please*. Unlike most tasks using dBASE II, no programming is required to import data from dBASE II to *Please*. Simply open the dBASE II file and enter the following command:

```
COPY TO [filename] DELIMITED WITH "
```

Then, exit from dBASE II and copy the file to the *Please* data disk with the DOS copy command. Import the file to a *Please* database with File Type 2. Fields delimited by commas.

Import

FILE TYPE
2

Friday!™

Friday! is a database software package. Data from a Friday! file is easily imported into a *Please* database. Follow these steps to prepare a Friday! file for importing to *Please*.

STEP 1: From the Friday! Main Menu, select **C** to perform Other Activities

STEP 2: Select **C** to "Copy Data Files"

STEP 3: At the letter options, press ↵ or the space bar

STEP 4: Select **C** (for text file) from the Copy Files Menu

STEP 5: Specify the drive and enter the file name

STEP 6: At the prompt "Use delimiter option," enter **N** for NO

Now, exit Friday! and you're ready to import this file into a *Please* database. Leading or trailing spaces are not trimmed in the Friday! files, so it is important that the *Please* field lengths accommodate the incoming fields.

Import

FILE TYPE
3

Word Processors

WordStar™

WordStar is a popular microcomputer word processing software package. Typically, information from a *Please* database might be exported to WordStar for producing letters with MailMerge™ It is unlikely that the data would be imported back to the *Please* database after manipulation with WordStar.

Use the READ FILE WordStar command (^KR) to read the *Please* file directly into existing WordStar text, or copy the database information to a new WordStar file.

Export

METHOD	QUOTES	TRIM
1	Y	Y

VisiWord™

VisiWord is a word processing package for microcomputers. Generally, data exported to VisiWord from *Please* is not imported again once it has been manipulated with VisiWord.

Once copied to the VisiWord disk, a file can be incorporated into an existing document with the VW/Storage/Include command. Otherwise, the *Please* file can be opened as a new VisiWord document.

Export

METHOD	QUOTES	TRIM
1	N	Y
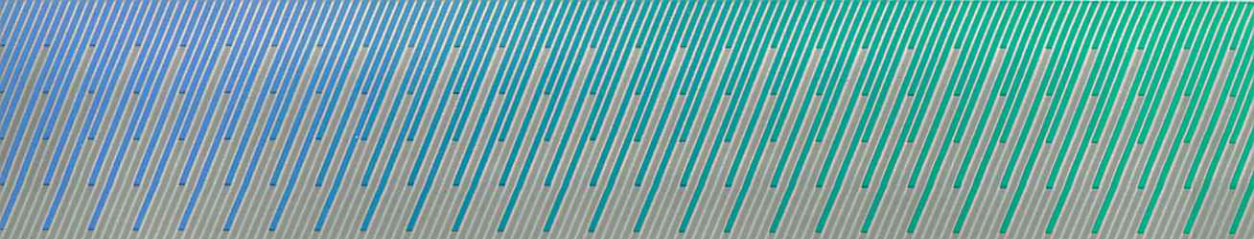
Glossary/Index

please™

Glossary

@ (AT Sign)

A symbol typed in front of field data to nullify recognition of upper/lower case characters. Used in Scanning, Quick List, and Output Plans.

Example: **@Main Street**   Instructs *Please* to find all occurrences of Main Street regardless of upper/lower case letter usage.

Calc (Calculator)

A *Please* feature which allows arithmetic calculations involving data stored in a database, user-supplied numbers, or a combination of the two. Available when using the Add/Change/Delete/Scan Records feature.

Character

Any letter, number, or symbol that appears on the screen when a key is pressed.

Character Field

A field into which any letter, number, or symbol on the keyboard may be entered.

Computed Value

In an Output Plan, the result of an arithmetic operation performed on a Numeric field.

Constant Value

In an Output Plan, any combination of keyboard characters which appear as literal output. Must be surrounded with apostrophes.

Current Database

The database with which you are presently working. The name of the current database is continuously displayed on the left section of the status line.

Cursor

A movable, blinking block or underline indicating the position on the screen where data is to be entered next.

Data   Information entered in fields of a database.

Database   Information or data organized in a structured way for the purpose of further computer operations.

Database   The disk drive which holds the diskette or fixed disk containing
Disk Drive   a database.

Database Structure   The framework of the database: the fields and the field charac-
                            teristics as specified during database design. Does not include
                            the actual data which a database stores.

Date Field   A field used to store dates: accepts six digits in the form
                            "MMDDYY" where MM=Month. DD=Day. and YY=Year.

Default   A value. character. or set of characters entered automatically
                            when ⏎ is pressed.

Delimit   To surround or enclose. In *Please*, field numbers are sometimes
                            delimited with brackets (i.e.. [7]).

Destination   The database to which information is transferred during a data-
Database   base merge (see Merge).

Duplicate   A Key Field which allows multiple records for any given Key
Key Field   Field entry.

Export   The process of assembling database information into a file that
                            can be used by programs other than *Please*.

Field   The primary unit of database structure: a named area. such as
                            CITY. that can receive an entry in each database record. *Please*
                            recognizes four field types: Character. Numeric. Date. and
                            Indicator.

Field Characteristics	User-specified criteria that determine the type of information to be contained in a specific field.
Field Data	Information entered in a field.
Field Display	A list of the fields in the current database (appears on the screen when key F9 is pressed). Accessible when creating or modifying Output Plans, Quick Lists, or Special Screen Formats.
Form Output Plan	An Output Plan used for printing information on special forms such as company invoices and mailing labels.
Function Keys	Keys F1 through F10, assigned special tasks by *Please*.
High Value	The highest value that can be entered into a database field for which range values are specified.
Import	To transfer information from a non-*Please* file to a *Please* database.
Indicator Field	A field which contains a value of T/F (True/False) or Y/N (Yes/No).
Key Field	The first field of a record; the field by which a database is ordered. A Key Field can be any one of the four field types, and can contain up to 43 characters.
Line Feed <LF>	A symbol used during Exporting to separate fields and/or records, depending upon the exporting method used.
List Output Plan	An Output Plan which presents data in columns.
Low Value	The lowest value that can be entered into a database field for which range values are specified.

LPT Device	A line printer.
Merge	To combine data from one database into another.
Numeric Field	A field in which only numerals. decimal points. and a minus (−) sign or a plus (+) sign are entered. Can have a field length of up to 15 keystrokes.
Operator (Op)	Symbol representing a relationship or arithmetic calculation between two numbers, two fields, or a number and a field.

Relational Operators	Arithmetic Operators
B = Begins with	+ addition
C = Contains	− subtraction
L = Less than	* multiplication
E = Equal to	/ division
G = Greater than	AV average
S = Spaces	
T = True	
F = False	
N negates any of the above	

Output	Data displayed. printed. or stored to disk; especially. data retrieved from the database and assembled in a meaningful fashion by *Please*.
Output Plan	A design for retrieving and assembling information from a database. The four types of Output Plan are List. Form. Replacement. and Export.
Password	A word or series of symbols which the user must enter to gain access to a database or to perform certain database operations.
Processing Screen	A screen display which shows the program steps and the number of records being selected. sorted. and output. Displayed for both a Quick List and an Output Plan.

Program	A series of instructions enabling a computer to perform operations. *Please* is a program.
Prompt	A screen display urging user action or input. The cursor waits at the end of the prompt until a response is typed or other indicated action is taken.
Quick List	A simple design for retrieving information from a database. Less flexible than an Output Plan.
Quick List Command	Used to produce a Quick List, a command consisting of field names and/or field values combined with one or more of the following words: TITLE, SELECT, SORT, OUTPUT, and END.
Record	A collection of all field data for a single subject.
Replacement Output Plan	An Output Plan which allows the user to make mass changes to specified field data or to delete records within a current database.
Remote Program	The non-*Please* program which receives *Please* information during Exporting.
Scan	To browse through information in the database, one record at a time.
Screen	The computer's display device, similar to a TV screen, used for viewing output. Also referred to as a CRT or display.

Select	The process of retrieving from a database only those records that meet user-specified criteria. An Output Plan could be designed, for example, to SELECT only records featuring last names which begin with the letter B.
Sort	To arrange records for output based on user-specified field data.
Source Database	The database from which information is transferred during a database merge (see Merge).
Status Line	A row of information appearing on the top of the screen during database use. This information includes Database Name, Description, and helpful information.
Trimming Fields	The process of erasing or deleting blank spaces before or after data in a field. An Export feature option which affects output only, leaving data stored in the database unaltered.
Truncate	To shorten by cutting off. When a line of text is truncated, it is cut off at the end of the line.
Unique Key Field	A Key Field which allows only one record for any given Key Field entry.
Window	An overlay of information which appears in the lower right of the current screen when Function Key F9 is pressed. Available during Quick List, Output Plans, and Special Screen Format Development.

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Copyright Notices

User Support Information

Hayes Microcomputer Products, Inc. makes every attempt to ensure that you have purchased a product of excellent quality. As with all Hayes products, *Please* has been subjected to rigorous testing. This User's Guide is as detailed and complete as possible to help you realize the full benefits of the Hayes software product you have purchased. You are encouraged to use the User's Guide as your primary source of reference about the product.

Hayes Customer Service

For additional support, Hayes Customer Service personnel are available to assist you from 8:00 AM to 8:00 PM EST Monday through Friday. Our telephone number is (404) 441-1617.

Statement of Copyright Restrictions, Warranty Information and Diskette Replacement Policy

These documents are on the following pages. Please take the time to read them carefully.

If your diskette is defective in materials or workmanship, under normal use and during the ninety (90) day warranty period, please follow the instructions in the Warranty Information and Diskette Replacement Policy, Paragraph 1. After the expiration of the Ninety (90) Day Limited Warranty but before the end of the second year after the date of purchase, please follow the instructions in the Warranty Information and Diskette Replacement Policy, Paragraph 4. The current replacement fee is $20.00 but this fee may change during the two year period that you may obtain a replacement diskette. Contact Hayes Customer Service for diskette upgrade information.

STATEMENT OF COPYRIGHT RESTRICTIONS

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IF YOU MAKE A BACK-UP COPY OF THE PROGRAM YOU SHOULD PLACE THE COPYRIGHT NOTICE THAT IS ON THE ORIGINAL COPY OF THE PROGRAM ON EVERY BACK-UP COPY OF THE PROGRAM. IF YOU EVER MAKE ANY MODIFI-CATION TO THE PROGRAM, NO COPY OF THE MODIFIED VERSION OF THE COPY MAY BE TRANSFERRED UNDER ANY CIRCUMSTANCES WITHOUT THE WRITTEN PERMISSION OF HAYES. SEE SECTION 117 OF THE COPYRIGHT ACT.

THE ABOVE IS NOT AN INCLUSIVE STATEMENT OF THE RESTRICTIONS IMPOSED ON YOU UNDER THE COPYRIGHT ACT. FOR A COMPLETE STATEMENT OF THE RESTRICTIONS IMPOSED ON YOU UNDER THE COPYRIGHT LAWS OF THE UNITED STATES OF AMERICA SEE TITLE 17, UNITED STATES CODE.

†CERTAIN OF THE PROGRAMS SOLD BY HAYES ARE COPY PROTECTED (IN ADDITION TO COPYRIGHT PROTECTED). THAT IS, THE DISKETTE ON WHICH THE PROGRAM IS RECORDED IS PHYSICALLY DESIGNED SO THAT THE PRO-GRAM CANNOT BE COPIED OR REPRODUCED. IF THE PRO-GRAM THAT YOU HAVE PURCHASED IS COPY-PROTECTED AND A BACK-UP COPY OF THE PROGRAM HAS BEEN PROVIDED TO YOU BY HAYES, YOUR RIGHTS IN THAT BACK-UP COPY ARE ALSO SUBJECT TO THE RESTRICTIONS UNDER THE COPYRIGHT ACT SET FORTH ABOVE.

WARRANTY INFORMATION AND DISKETTE REPLACEMENT POLICY

1. NINETY (90) DAY LIMITED WARRANTY FOR DISKETTES ("LIMITED WARRANTY"). HAYES MICROCOMPUTER PRODUCTS, INC. warrants, to the original consumer purchaser (the "Purchaser") only, that the magnetic diskette on which the computer program accompanying this Limited Warranty (the "Program") is recorded will be free from defects in materials and/or workmanship under normal use and service for a period of ninety (90) days from the date the Program is purchased by Purchaser. If, during this ninety (90) day period, a defect in the diskette should occur, the diskette may be returned to HAYES at the address noted below, with proof of date of purchase, and HAYES will replace the diskette without charge to Purchaser. Diskettes must be returned postage prepaid and insured. HAYES will not accept diskettes that have been sent C.O.D. Replacement diskettes will be shipped to Purchaser by method chosen by HAYES to any destination within the United States of America. If Purchaser desires a specific form of conveyance, or is located outside the USA borders, Purchaser must bear the cost of shipment.

The sole and exclusive remedy in the event of a defect is expressly limited to replacement of the diskette. ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE SHALL HAVE NO GREATER DURATION THAN THE PERIOD FOR THE EXPRESS WRITTEN WARRANTY APPLICABLE TO THIS PRODUCT AS SET FORTH ABOVE, AND SHALL TERMINATE AUTOMATICALLY AT THE EXPIRATION OF SUCH PERIOD. Some states do not allow limitations on how long an implied warranty lasts, so this limitation may not apply to Purchaser. Purchaser shall be solely responsible for the failure of any diskette resulting from accident, abuse or misapplication of the diskette and HAYES assumes no liability as a consequence of such events under the terms of this Limited Warranty.

Any direct, incidental or consequential damages, such as, but not limited to, loss of anticipated profits or benefits, caused by malfunction, defect or otherwise and with respect to breach of any express or implied warranty are not the responsibility of HAYES or anyone else who has been involved in the design, production or delivery of the diskette on which the Program is recorded and, to the extent permitted by law, are hereby excluded both for property and to the extent not unconscionable, personal injury damage. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion may not apply to Purchaser.

This Limited Warranty gives Purchaser specific legal rights, and Purchaser may also have other rights which vary from state to state.

2. NO WARRANTY OF PERFORMANCE. HAYES makes no warranties, either express or implied, regarding the performance of the Program or the results that may be obtained by using the Program. ACCORDINGLY, THE PROGRAM AND ITS DOCUMENTATION ARE SOLD "AS IS" WITHOUT WARRANTY AS TO THEIR PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. The entire risk as to the results and performance of the Program is assumed by Purchaser. Should the Program prove defective, Purchaser (and not HAYES or any of its dealers) assumes the entire cost of all necessary servicing, repair or correction.

Any direct, incidental or consequential damages, such as, but not limited to, loss of anticipated profits or benefits, caused by malfunction, defect or otherwise and with respect to breach of any express or implied warranty are not the responsibility of HAYES or anyone else who has been involved in the design, production or delivery of the Program and, to the extent permitted by law, are hereby excluded both for property and to the extent not unconscionable, personal injury damage.

3. **ENTIRE AGREEMENT.** The warranty information set forth in Paragraphs 1 and 2 above is the complete and exclusive statement of the agreement between HAYES and Purchaser as to the performance of the Program and the magnetic diskette on which the Program is recorded and supersedes any proposal or prior agreement, oral or written, between HAYES and Purchaser.

4. **DISKETTE REPLACEMENT POLICY.** If, after the expiration of the Limited Warranty but before the end of the second year after the date of purchaser of the diskette by Purchaser, a defect in the diskette should occur, which is not the result of accident, abuse or misapplication of the diskette. Purchaser may return the defective diskette to HAYES, accompanied by proof of date of purchase and the applicable replacement fee as outlined in HAYES's then current User Support Information, and HAYES will replace the diskette. HAYES reserves the right, in its discretion, to replace the defective diskette with a diskette on which a new or revised version of the Program is recorded.

5. **GOVERNING LAW.** The warranty information set forth above shall be governed by and construed according to the laws of the State of Georgia and, if applicable, the laws of the United States of America.
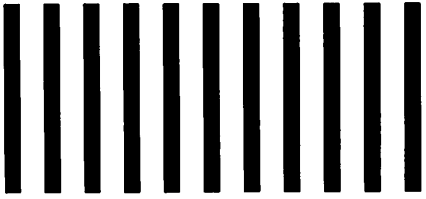
Please User's Guide Change Request Form

If you find an error in the text of this User's Guide, please let us know. Fill out this form and return it to Hayes.

We appreciate your effort.

Date: _____

Page No. _____

Text Error: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

May we contact you, if we have a question?

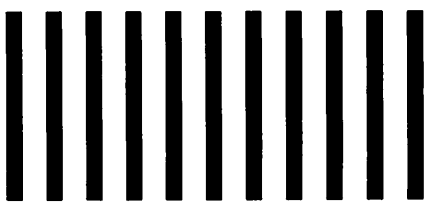Your Name: _____

Your Company: _____

Your Telephone No.: _____

Product Registration Card/FREE Template Order Request

To keep you apprised of new product releases and to register your purchase, please take a few moments to complete and return this card to Hayes Marketing Services.

In return, we'll send you a complimentary application template of your choice to use with your new *Please* data management system.

We welcome your response.

Product Registration (Please type or print legibly)

Your name _____

Address _____

City _____ State _____ Zip _____

Date of Purchase _____

Place of Purchase _____

Check appropriate box:

A. Ownership:
   - ☐ 1. Yourself
   - ☐ 2. Employer
   Primary User:
   - ☐ 1. Yourself
   - ☐ 2. Employer

B. With what brand of computer system are you using *Please*?

   _____

C. How long have you owned your computer system?
   - ☐ 1. 0-6 months
   - ☐ 2. 7-12 months
   - ☐ 3. 13-18 months
   - ☐ 4. Over 18 months

D. Purchasing decision-maker:
   - ☐ 1. Yourself
   - ☐ 2. Data processing department
   - ☐ 3. Purchasing department
   - ☐ 4. Other

E. Primary Product Usage:
   - ☐ 1. Business professional
   - ☐ 2. Home/personal
   - ☐ 3. Other _____

F. Type of business usage:
   - ☐ 1. Manufacturing
   - ☐ 2. Construction
   - ☐ 3. Rental, Wholesale
   - ☐ 4. Services
   - ☐ 5. Finance
   - ☐ 6. Education
   - ☐ 7. Research & Development
   - ☐ 8. Government
   - ☐ 9. Other _____

G. Annual sales volume of business usage:
   - ☐ 1. Under $1 million
   - ☐ 2. $1-25 million
   - ☐ 3. $26-50 million
   - ☐ 4. $51-100 million
   - ☐ 5. Over $100 million

H. Your current computer skills:
   - ☐ 1. Beginner
   - ☐ 2. Experienced
   - ☐ 3. Very experienced

I. Own/use other database management or file management systems:
   - ☐ 1. Yes
   - ☐ 2. No

If yes, which of the following:
   - ☐ 1. Friday!
   - ☐ 2. pfs:FILE/pfs:REPORT
   - ☐ 3. dBase II
   - ☐ 4. Other _____

J. Own/use other types of productivity software:
   - ☐ 1. Word processing
   - ☐ 2. Spreadsheet
   - ☐ 3. Integrated (3 or more functions)
   - ☐ 4. Other _____

K. The 2 most important factors influencing your purchase of *Please*:
   - ☐ 1. Features
   - ☐ 2. Price
   - ☐ 3. Flexibility
   - ☐ 4. Reputation of *Please*
   - ☐ 5. Reputation of Hayes
   - ☐ 6. Other _____

L. Use/own a modem: ☐ Yes ☐ No
   If yes, which one:
   - ☐ 1. Hayes Smartmodem 300
   - ☐ 2. Hayes Smartmodem 1200
   - ☐ 3. Hayes Smartmodem 1200B
   - ☐ 4. Hayes Micromodem IIe
   - ☐ 5. Other _____

M. Use/own communications software:
   - ☐ Yes ☐ No
   If yes, which one(s):
   - ☐ 1. Hayes Smartcom I
   - ☐ 2. Hayes Smartcom II
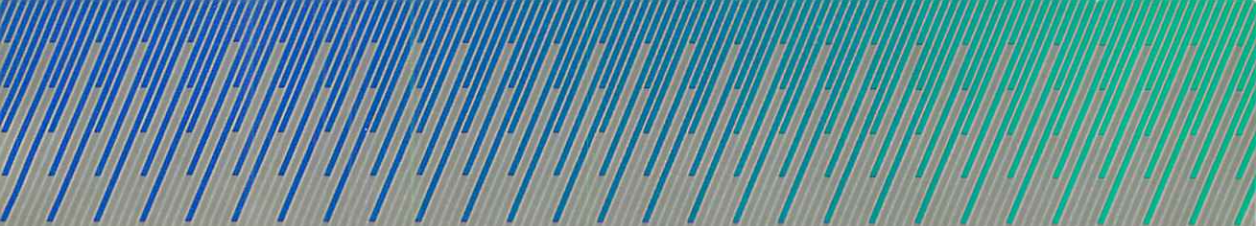   - ☐ 3. Other _____

N. Use/own other peripherals:
   - ☐ 1. Multifunction card
   - ☐ 2. Color monitor
   - ☐ 3. Hard disk
   - ☐ 4. Monochrome monitor
   - ☐ 5. Printer
   - ☐ 6. Plotter

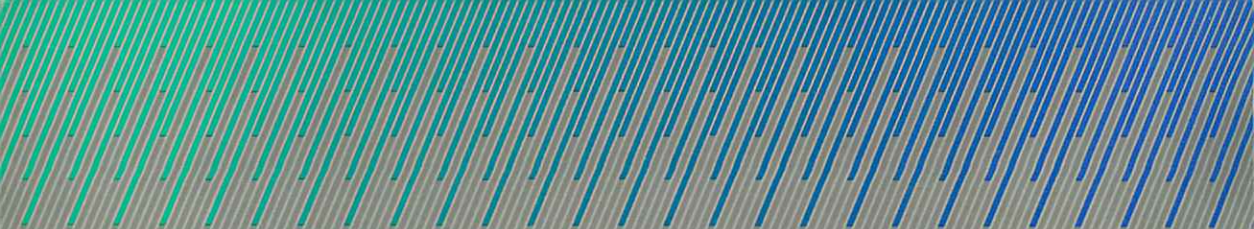## Template Request

Please choose your free application template from the list below.
(Please allow 4 to 6 weeks for delivery.)

   - ☐ 1. Mailing list
   - ☐ 2. Employee Files
   - ☐ 3. Applicants
   - ☐ 4. Membership
   - ☐ 5. Household Records
   - ☐ 6. Contacts
   - ☐ 7. Appointments
   - ☐ 8. Inventory
   - ☐ 9. Payroll
   - ☐ 10. Ledger
   - ☐ 11. Invoices
   - ☐ 12. Cash Flow
   - ☐ 13. Stocks

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